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ABSTRACT

This publication describes occupational guidance and related material available from federal government agencies. Availability and sources are cited in the introduction or within the description. The guide is divided into eight chapters. Chapter 1 covers occupational information, including material that describes the nature of work in occupations; the education, training, special skills, and personal qualities usually needed to enter them; the job outlook; opportunities for advancement; earnings. Chapter 2 discusses opportunities for self-employment, summer jobs, overseas jobs, and part-time and temporary jobs. Chapter 3 includes materials covering special categories of workers, including college graduates, minorities, veterans, young workers, and women. Chapter 4 includes general material on apprenticeship, education, and financial aid for students. Chapter 5 covers materials on job search--finding jobs, applying for them, taking tests, and interviewing. Chapter 6 includes materials on career education. Chapter 7 lists sources of statistics that can be useful for counselors. Chapter 8 provides references to other bibliographies. (YLB)

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A Counselor's Guide to Occupational Information

A Catalog of Federal Career Publications

U.S. Department of Labor
Ray Marshall, Secretary

Bureau of Labor Statistics
Janet L. Norwood, Commissioner
July 1980

Bulletin 2042

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U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Preface

Up-to-date and accurate occupational information is essential in making wise career decisions. Federal Government agencies issue a wide variety of career guidance publications, as well as related materials on education, training, job search, career education, and special programs for disadvantaged groups. The purpose of this publication is to inform interested parties about these publications, and about Federal programs which gather, analyze, and disseminate occupational and career information, in accordance with section 12 (a) of the Career Education Incentive Act (Public Law 95-207) of 1978.

This bulletin was prepared by Kathy Wilson, under the direction of Daniel E. Hecker, in the Bureau's Division of Occupational Outlook. James V. Petrone assisted in the research and compilation of materials.

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Introduction

The first step for students exploring careers is to explore themselves—to identify their talents, take stock of their strengths and weaknesses, and think about career goals. Students also need to become aware of the types of jobs that match their interests, abilities, and aspirations. To help students explore their options and make sound vocational and educational decisions, counselors need occupational information. This should include materials on employment trends for the Nation as a whole and detailed information on occupations—the nature of the work; education, training, and experience needed for entry; aptitudes and personal characteristics needed for success; job prospects; earnings; and working conditions. Counselors also need information about education and training programs, financial aid, and Government programs for special groups in the labor force.

This publication describes occupational guidance and related material available from Federal Government agencies. Through legislative mandate, agencies collect, analyze, and publish information on a variety of topics of interest to counselors, students, parents, and others concerned with careers. As employers, most agencies also develop information about the job opportunities they offer.

In addition, the Federal Government participates in several Federal-State cooperative programs for developing and disseminating occupational information. The Occupational Employment Statistics program produces State and area data on current and projected occupational employment. (See *Occupational Employment Statistics Handbook* under Regional, State, and local information). Further information is available from State employment security agencies listed in appendix A. National and State Occupational Information Coordinating Committees were mandated by the 1976 Education Act Amendments to establish a communications network through which occupational and training information would be developed, tested, and shared across the country. Further information is available from State committees listed in appendix B. As part of its mandate, the National Occupational Information Coordinating Committee has compiled a listing of examples of State-developed occupational information, including computerized systems; videotape and microfiche tools; and printed material on occupational characteristics, job search, and training and occupational preparation. The listing appears in appendix C.

The listings include government career guidance material issued up to the summer of 1979. No arbitrary age limit was set for publications. Rather, the current usefulness of each item was judged individually. Some material issued in the early 1970's, with job descriptions and other information still considered accurate, was included, but some material published during the mid-1970's which has become outdated was excluded.

Publications with no price indicated are available free of charge from the issuing agency while the supply lasts. Priced publications with a GPO Stock Number are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. All Bureau of Labor Statistics publications also are available from the Bureau's regional offices. Make checks or money orders payable to the Superintendent of Documents. (There is a $1.00 minimum on mail orders. A 25 percent discount is allowed for orders of 100 copies or more sent to one address.)

Some publications listed are out of print and are so noted. They may be available at Federal Depository Libraries. (Addresses of Federal Depository Libraries are available from the Library of the U.S. Government Printing Office, Washington, D.C. 20402).

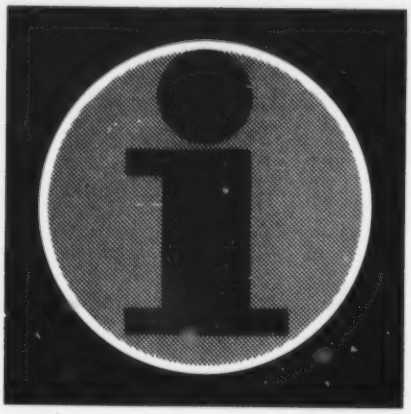
Many of the publications listed are available through the Education Resources Information Center (ERIC) System. Many libraries maintain collections of ERIC documents, and most publications in the ERIC system may be purchased in paper copy and microfiche from ERIC Document Reproduction Service, P.O. Box 190, Arlington, Va. 22201. For more information, see *Questions about Education Theory, Curriculums, Career Information? Ask ERIC*, under Occupational Information—Comprehensive Information.

This Guide is divided into eight chapters. Chapter I covers occupational information, including material that describes the nature of work in occupations; the education, training, special skills, and personal qualities usually needed to enter them; the job outlook; opportunities for advancement; earnings; and so forth. Chapter II discusses opportunities for self-employment, summer jobs, overseas jobs, and part-time and temporary jobs. Chapter III includes materials covering special categories of workers, including college graduates, minorities, veterans, young workers, and women. Chapter IV includes general material on apprenticeship, education, and financial aid for students. Chapter V covers materials on job search—finding jobs, applying for them, taking tests, and interviewing. Chapter VI includes materials on career education. Chapter VII lists sources of statistics that can be useful for counselors. Chapter VIII provides references to other bibliographies.

Chapter I

Occupational Information

Comprehensive information
Regional, State, and local information
Accounting
Agriculture
Arts and humanities
Banking and finance
Clerical occupations
Communications
Computers
Construction
Education and related occupations
Environment, natural resources, and related occupations
Federal employment
  General
  College graduates
  Agencies
  Armed Forces
Foreign languages
Health
  General
  Occupations
Law careers
Law enforcement
Liberal arts
Manufacturing
Marketing
Recreation and sports
Science and engineering
Social work
Transportation
Utilities
Working with older people



Comprehensive Information

Materials in this section are basic sources of information covering a broad range of occupations.

The Bureau of Labor Statistics of the U.S. Department of Labor conducts a continuing program to gather and disseminate information about occupations and employment trends. The material described below contains occupational outlook information helpful to students, guidance counselors, placement officials, and others interested in job outlook.

Occupational Outlook Handbook, 1980–81 Edition is an "encyclopedia of careers" covering several hundred occupations and 35 major industries. For each occupation and industry discussed, information is included on what the work is like, job prospects to 1990, personal qualifications, training and educational requirements, working conditions, earnings, chances for advancement, and where to find additional information. Bulletin 2075,1980. 672 pp. Paper cover, $8.00; cloth cover, $11. Published biennially.

Reprints from the Occupational Outlook Handbook, 1980–81 Edition, are leaflets containing information on several related occupations or about a major industry such as nuclear energy. The reprints are especially useful to jobseekers who want to know about a single field and to counselors who must stretch the contents of one Occupational Outlook Handbook among many students. A listing of the occupations and industries in each reprint is given in the Handbook, and also may be obtained free of charge from any BLS regional office. Price per reprint, $1.25; price for a complete set of 42 reprints comprising the entire Handbook, $9.

The Job Outlook in Brief, based on the Occupational Outlook Handbook, 1980–81 Edition, summarizes job prospects through 1990 for several hundred occupations. Thomas Nardone, *Occupational Outlook Quarterly*, Spring 1980, pp. 2–21. Reprint available, $1.40.

Jobs for Which is a series of five leaflets, based on the Occupational Outlook Handbook, 1980–81 Edition, that list jobs that require specified levels of education. Titles are: **Jobs for Which. . .**

- . . . . **You Can Qualify If You're Not a High School Graduate.**
- . . . . **You can Qualify If You're a High School Graduate.**
- . . . . **You Can Train Through Apprenticeship.**
- . . . . **You Probably Will Need Some College or Specialized Training.**
- . . . . **You Probably Will Need A College Education.**

For each job listed, information is included about the qualifications and training needed and the employment outlook to 1990. 1979.

Looking Ahead to a Career, 1978–79 Edition is a filmstrip with cassette sound track showing employment trends in occupations and industries—which ones are growing and which ones are declining. Also discussed are the outlook for college graduates, occupational "clusters", sources of job openings, and the way the Bureau of Labor Statistics determines occupational outlook. Running time: 27 minutes. $12.50 per set.

Matching Personal and Job Characteristics is a table listing 23 job characteristics—for example, works with detail, outdoor work available, initiative required—and showing which characteristics are associated with each of 281 occupations. Kathy Wilson, *Occupational Outlook Quarterly*, Fall 1978, pp. 2–13. Reprint available, GPO Stock No. 029-001-02274-3. $.90.

Your Career is a series of 11 leaflets on careers:

- **Clerical Jobs and Your Career.**
- **Ecology and Your Career.**
- **English and Your Career.**
- **Foreign Languages and Your Career.**
- **Health Careers Without a College Degree.**
- **Liberal Arts and Your Career.**
- **Math and Your Career.**
- **Mechanics and Your Career.**
- **Science and Your Career.**
- **Social Science and Your Career.**
- **The Outdoors and Your Career.**

Each discusses the types of jobs that may be available to persons with an interest or proficiency in a particular academic subject or field. 1980. Leaflets are also listed in the following pages under subject headings.

Occupational Projections and Training Data, Revised 1980 shows, for each of several hundred white-collar, blue-collar, and service jobs, employment in 1978, projected employment requirements for 1990, average annual openings during 1978–90, and available statistics on the number of people completing training in each field. Also discusses long-term employment prospects for college graduates. Bulletin 2058.

Occupational Outlook Quarterly is a periodical to help young people, education planners, and guidance counselors keep abreast of current occupational and employment developments. The Quarterly, written in nontechnical lanaguage, contains articles on new occupations, training opportunities, salary trends, career counseling programs, and the results of new occupational studies by the Bureau of Labor Statistics. Yearly subscription is $6., single copies $1.75 each. Individual articles are listed in the following pages under subject headings.

Exploring Careers is a career education resource designed for middle school/junior high school students. It promotes career awareness through stories about people at work, photographs, evaluative questions, suggested activities, and career games. It can be purchased as a single volume, as 15 separate booklets—one for each chapter—or as a set of 15 booklets. Bulletin 2001, 1979. 550 pp. GPO Stock No. 029-001-02224-7. $10.

Chapters of Exploring Careers, available for $2 each, are:

Title	Bulletin No.
The World of Work and You	2001-1
GPO 029-001-02226-3	
Industrial Production Occupations	2001-2
GPO 029-001-02227-1	
Office Occupations	2001-3
GPO 029-001-02228-0	
Service Occupations	2001-4
GPO 029-001-02229-8	
Education Occupations	2001-5
GPO 029-001-02230-1	
Sales Occupations	2001-6
GPO 029-001-02231-0	

Construction Occupations 2001-7
GPO 029-001-02232-8
Transportation Occupations 2001-8
GPO 029-001-02233-6
Scientific and Technical Occupations 2001-9
GPO 029-001-02234-4
Mechanics and Repairers 2001-10
GPO 029-001-02235-2
Health Occupations 2001-11
GPO 029-001-02236-1
Social Scientists 2001-12
GPO 029-001-02237-1
Social Service Occupations 2001-13
GPO 029-001-02238-7
Performing Arts, Design, and Communications Occupations 2001-14
GPO 029-001-02239-5
Agriculture, Forestry, and Fishery Occupations 2001-15
GPO 029-001-02340-9

The packaged set of all 15 chapters of **Exploring Careers** is $12. GPO Stock No. 029-001-02225-5.

The **Dictionary of Occupational Titles** is a comprehensive source of information on job descriptions. The following entries include the Dictionary along with related materials.

Dictionary of Occupational Titles, Fourth Edition is designed as a job placement tool to facilitate matching job requirements and worker skills. It includes job descriptions and related information for 20,000 occupations, and groups occupations into a systematic classification based on job tasks and requirements. U.S. Department of Labor, U.S. Employment Service. October 1977. 1,371 pp. GPO Stock No. 029-013-00079-9. $12.

How to Use the Fourth Edition of the Dictionary of Occupational Titles. U.S. Department of Labor, U.S. Employment Service. 14 pp.

A Well-Brewed D.O.T. describes improvements in the new fourth edition of the Dictionary of Occupational Titles and the 9-digit occupational codes. Emanuel Weinstein, *Occupational Outlook Quarterly*, Summer 1978, pp. 30-33.

The Right Words for 20,000 Jobs describes the new fourth edition of the Dictionary of Occupational Titles. Don Barnes, *Worklife*, February 1978, pp. 9-13.

Conversion Table of Code and Title Changes, Third to Fourth Edition, Dictionary of Occupational Titles. U.S. Department of Labor, U.S. Employment Service, 1979. 389 pp. GPO Stock No. 029-013-00082-9. $7.50.

Guide for Occupational Exploration, A Supplement to the Dictionary of Occupational Titles, 4th Edition, groups the thousands of occupations in the world of work by interests and by abilities and traits required for successful performance. Data are classified into 12 interest areas, 66 work groups, and 348 subgroups. U.S. Department of Labor, U.S. Employment Service. May 1979. 715 pp. GPO Stock No. 029-013-00080-2. $11.

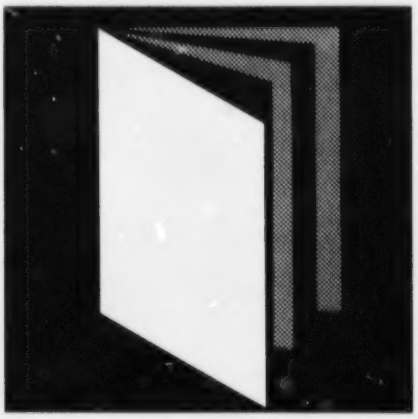
Career Education: Selected U.S. Government Audiovisuals is a catalog of career guidance audiovisual material developed by Federal agencies and available for rent or purchase. Order forms included. October 1977. 34 pp. For a copy or for information, write to National Audio Visual Center, National Archives and Records Services, General Services Administration, Order Section DA, Washington, D.C. 20409, or call (301) 763-1896.

Dealing in Futures: Career Materials for Students, Parents and Educators, A Bibliography Based on the Acquisitions of the Educational Materials Center lists a wide range of government and other publications. U.S. Department of Health, Education, and Welfare, Office of Education, Educational Materials Center. OE 77-0-01602, May 1977. 20 pp. GPO Stock No. 017-080-01721-1. $1.

Questions About Education Theory, Curriculums, Career Information? Ask ERIC describes the Educational Resources Information Center and how to obtain information from it. Neale Baxter, *Occupational Outlook Quarterly*, Spring 1977, pp. 18-21.

Standard Occupational Classification Manual, 1977 provides a coding system for identifying and classifying occupations and includes descriptions of job duties for occupational groups. U.S. Department of Commerce, Office of Federal Statistical Policy and Standards. October 1977. 360 pp. GPO Stock No. 041-001-00153-1. 8.50.

Index, Standard Occupational Classification Manual, 1977, a companion volume to the entry above, provides an alphabetical index and codes to occupations as listed in the fourth edition of the Dictionary of Occupational Titles. U.S. Department of Commerce, Office of Federal Statistical Policy and Standards. June 1978. 203 pp. GPO Stock No. 003-005-00180-8. 6.50.



Regional, State, and local information

(Also see Introduction for a discussion of information available from States.)

Guide to Local Occupational Information 1976/Fifth Edition is a directory of selected State Employment Service studies, bulletins, brochures, and other releases providing concise summaries of job duties, employment prospects, training and experience requirements, training facilities, etc., in a particular area or State. Lists publications by job title, occupational group, and State. U.S. Department of Labor, Employment and Training Administration, 1976. GPO Stock No. 029-000-00260-6. $2.90.

Occupational Employment Statistics Handbook describes the Federal-State program to produce State and area data on current and projected occupational employment. It describes the occupational employment statistics survey; the industry-occupation matrix; and the development of national, State, and area projections. U.S. Department of Labor, Bureau of Labor Statistics. April 1979. 71 pp.

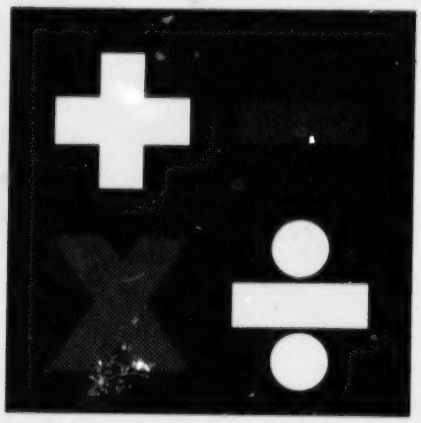
Employment Outlook for 1979 College Graduates in New England describes job prospects, by college major, based on information furnished by college directors of placement. U.S. Department of Labor, Bureau of Labor Statistics, New England Regional Office, Boston, Massachusetts. Regional Report 79-3, 1979. 22 pp. Published annually.

Industry and Occupational Outlook for the Southeast, 1974-85 presents data on 1974 employment, average annual openings during 1974-85, and expected growth and

job prospects for several hundred occupations. U.S. Department of Labor, Bureau of Labor Statistics, Southeastern Regional Office, Atlanta, Georgia. Regional Report 41, January 1978. 41 pp.

Occupational Employment Projections to 1985, Federal Region 7—Iowa, Kansas, Missouri, Nebraska presents data on 1974 employment, projected 1985 employment, and average annual job openings during 1974–85 for several hundred occupations. U.S. Department of Labor, Bureau of Labor Statistics, Mountain-Plains Regional Office, Kansas City, Missouri. Regional Report 20, 1977. 54 pp.

Projections of Occupational Employment in New England to 1985 presents data on 1974 employment and projected 1985 employment for several hundred occupations. U.S. Department of Labor, Bureau of Labor Statistics, New England Regional Office, Boston, Massachusetts. Regional Report 78-4, 1978. 34 pp.



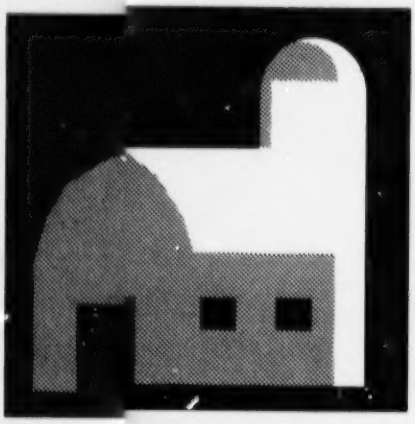
Accounting

Accountants, Auditors, IRS Agents, Opportunities in the Federal Government describes the work in these occupations, the location of jobs, entry requirements, opportunities for professional development, and application procedures. U.S. Office of Personnel Management Announcement No. 425, revised May 1979. 8 pp.

An Accountant with SEC . . . A Sound Investment in Your Future describes the Securities and Exchange Commission, the work of its accountants, entry requirements, and application procedures. Securities and Exchange Commission Pamphlet 1283 (2-75), 1975. 4 pp.

An Auditing Career describes the mission of the Defense Contract Audit Agency, the work of its auditors, entry requirements, and opportunities for professional development. U.S. Department of Defense, Defense Contract Audit Agency. 1977. 16 pp.

The Real Professionals describes the U.S. Army Audit Agency, the work of its accountants and auditors, entry requirements, and opportunities for professional development. U.S. Department of Defense, U.S. Army Audit Agency. 1975. 8 pp.



Agriculture

(Also see special groups in the labor force—Farm workers)

A Career for You in Agricultural Statistics describes the work of agricultural statisticians in the Statistical Reporting Service (SRS), entry requirements, promotion opportunities, and application procedures. Lists state offices of the SRS. U.S. Department of Agriculture, Statistical Reporting Service Program Aid No. 1132, February 1976. 6 pp.

A Soil Science Career for You in the SCS describes the work of soil scientists in the Soil Conservation Service, opportunities for professional development, and application procedures. U.S. Department of Agriculture, Soil Conservation Service Miscellaneous Publication No. 716, revised December 1975. 8 pp. GPO Stock No. 001-000-03496-1. $.35.

Agricultural Commodity Grader, Opportunities in the Federal Government describes the work of graders—processed fruit and vegetable (GS-5 and -7), fresh fruit and vegetable (GS-5, -7 and -9), poultry (GS-5 and -7), dairy (GS-5, -7 and -9), and meat (GS-5, -7 and -9)—the location of jobs, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 453, October 1979. 8 pp.

Agricultural Commodity Grader (Grain) (Grades GS-5, -7, and -9) describes the work of graders, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. Ch-5-08.

An Engineering Career for You in the Soil Conservation Service describes the Service and the work of its engineers. U.S. Department of Agriculture, Soil Conservation Service Miscellaneous Publication No. 715, May 1975. 12 pp.

Biological and Agricultural Technicians, Federal Opportunities in the Washington-Metropolitan D.C. Area describes nature of the work in 10 specializations of research technician work—microbiology, laboratory animals, biochemistry, insects, plants, husbandry (animal science), soils, fisheries, wildlife, and general—along with entry requirements for grades GS-4 through -9 and application procedures. U.S. Office of Personnel Management, Washington Area Office Announcement WA-8-07, revised February 1979. 6 pp. Similar announcements are available for other areas.

Careers in FmHA describes the Farmers Home Administration, the work of its professional employees, training provided, entry requirements, and application procedures. Lists addresses of FmHA offices. U.S. Department of Agriculture, Farmers Home Administration. March 1977. 16 pp.

Careers in Soil Conservation Service describes the Service and the work of its agronomists, biologists, economists, engineers, foresters, geologists, and soil conservationists. U.S. Department of Agriculture, Soil Conservation Service Miscellaneous Publication No. 717, December 1975. 12 pp. GPO Stock No. 001-000-03497-9. $.60.

Careers in the Exciting Field of International Agriculture With the Foreign Agricultural Service describes the Service and the work of its agricultural marketing specialists, public administrators, and international secretaries; opportunities for professional development; entry requirements; and application procedures. U.S. Department of Agriculture, Foreign Agricultural Service. May 1976. 12 pp.

Careers in the Food and Nutrition Service describes jobs in the Food Stamp Program, National School Lunch Program, Food Donation Program, and the Special Supplemental Food Program for Women, Infants, and Children and tells how and where to apply. U.S. Department of Agriculture, Food and Nutrition Service Program Aid No. 1036, 1975. 8 pp.

Farm Credit Administration Examination Announcement 435 describes the farm credit system; the work of auditors, credit examiners, and credit and operations specialists; entry requirements; and application procedures. Farm Credit Administration. April 1978. 11 pp.

Food Inspector GS-5 discusses nature of the work, location of jobs, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 451. February 1979. 4 pp.

Life Sciences, Opportunities in the Federal Government (GS-5 through GS-12) describes the work in 25 professional positions including agricultural management, agronomy, fishery biology, horticulture, husbandry, and soil conservation. Includes entry requirements and application procedures. U.S. Office of Personnel Management Announcement No. 421, revised August 1978. 12 pp.

Occupations and Trends in the Dairy Products Industry describes the dairy products industry and, for 66 occupations in the industry, discusses job duties; education, training, and experience needed for employment; desirable worker aptitudes and interests; and working conditions. U.S. Department of Labor, Manpower Administration. 1970. 186 pp. (Out of print).

Opportunities for Plant Quarantine Inspectors/Plant Protection Inspectors briefly describes the Animal and Plant Health Inspection Service and the work of its inspectors. U.S. Department of Agriculture, Animal and Plant Health Inspection Service. April 1975. 4 pp.

Opportunities Overseas, Agriculturalists describes jobs with the Agency for International Development in the field of agriculture. Includes information on entry requirements and application procedures. U.S. Department of State, Agency for International Development. August 1977. 1 p.

Students—Start your Career In SCS Before You Graduate describes the student trainee program and the job duties of scientists, engineers, and economists in the Soil Conservation Service. U.S. Department of Agriculture, Soil Conservation Service Miscellaneous Publication No. 714, June 1976. 8 pp.

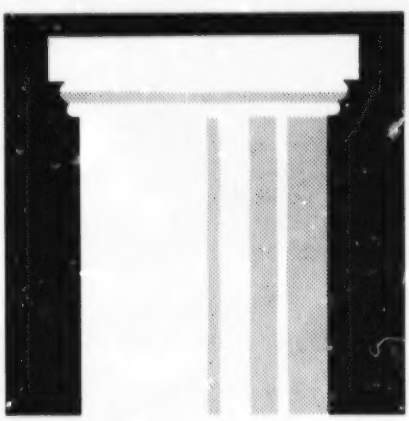
Tobacco Grader describes nature of the work, locations of positions, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. CH-1-15, revised June 1977.

Working with Animals provides an overview of jobs working with animals and describes the work of humane agents, animal care attendants, conservation officers, veterinary technicians, and zookeepers. Charles F. Hermann III and Gary Hodge, *Occupational Outlook Quarterly*, Summer 1978, pp. 22–29.

Your Career as an Extension Agent describes the work of extension agents, opportunities for professional development, entry requirements, and sources of more information. U.S. Department of Agriculture, Extension Service MP972, June 1973. 8 pp.

The U.S. Department of Agriculture's Science and Education Administration has a series of 8-page pamphlets describing employment opportunities in agricultural research:

Animal Scientists in the Agricultural Research Service. August 1970.
Chemists in Agricultural Research. Revised October 1978.
Engineers in the Agricultural Research Service. August 1970.
Entomologists in the Agricultural Research Service. Revised May 1976.
Plant Scientists in Agricultural Research. Revised August 1978.



Arts and humanities

A Preliminary Exploration of Occupations in the Arts and Humanities discusses clustering of arts and humanities occupations, career ladder and lattice possibilities, the methods used to project job opportunities, and the competencies and skills required for these occupations. U.S. Department of Health, Education, and Welfare, Office of Education. 1975. 192 pp. A limited number of copies are available from Education Research Centers, Inc., 44 Brattle St., Cambridge, Mass. 02138. $10.

An Annotated Bibliography of Selected Curriculum Materials in the Arts and Humanities, while primarily focusing on curriculum materials, also lists publications, films, and other materials describing occupations in dance, music, theater and entertainment, visual arts, the media, writing, and the humanities. U.S. Department of Health, Education, and Welfare, Office of Education. 1975. 226 pp. A limited number of copies are available from Education Research Centers, Inc., 44 Brattle St., Cambridge, Mass. 02138. $10.

Architects, Landscape Architects describes nature of the work, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 446. June 1979. 4 pp.

CETA Is Music to Their Ears describes the CETA (Comprehensive Employment and Training Act) Symphony in Alameda County, California, formed to help unemployed musicians qualify for professional symphonic positions. Mary Jane Goodban, *Worklife*, June 1978, pp. 15–19.

Career Exploration Series has been prepared by the U.S. Office of Education, Bureau of Occupational and Adult Education. The series, listed below, consists of six student guidebooks and three books for teachers and counselors.

Student Guidebooks. The following books (each subtitled **A Student Guidebook**) have been prepared for students interested in career possibilities in the arts and humanities. All include photographs and sources of additional information. Some have glossaries, names of related associations, charts, case studies, or lists of job titles. Each is written to give a complete and realistic picture of a career field and how to get into it (for grades 7–12).

Exploring Careers in the Humanities. 1976. 175 pp. GPO Stock No. 017-080-01649-4. $2.45.

Exploring Dance Careers. 1976. 28 pp. GPO Stock No. 017-080-01638-9. $.75.

Exploring Music Careers. 1976. 67 pp. GPO Stock No. 017-080-01639-7. $1.30.

Exploring Theater and Media Careers. 1976. 138 pp. GPO Stock No. 017-080-01640-1. $2.15.

Exploring Visual Arts and Crafts Careers. 1976. 162 pp. GPO Stock No. 017-080-01641-9. $2.35.

Exploring Writing Careers. 1976. 74 pp. GPO Stock No. 017-080-01642-7. $1.40.

The following books for educators have been prepared in conjunction with the Guidebook series but may be used independently.

Career Guidance in the Arts and Humanities: Activities, Information and Resources for Grades 7–12. 1976. 188 pp. GPO Stock No. 017-080-01644-3. $2.60.

Exploring Arts and Humanities Careers in the Community: A Program Planning Guide. 1976. 64 pp. GPO Stock No. 017-080-01648-6. $1.25.

391 Ways to Explore Arts and Humanities Careers: Classroom Activities in Dance, Music, Theater and Media, Visual Arts and Crafts, Writing, and Humanities. 1976. 168 pp. GPO Stock No. 017-080-01643-5. $2.40.

Graphic Designers, Illustrators, Photographers describes nature of the work, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 448. January 1979. 4 pp.

Smithsonian Opportunities for Research and Study in History, Art, Science describes the Smithsonian Institution's academic programs, its major research activities, and the research interests of the individual members of its professional staff. Comments on programs for visiting scholars, scientists, and students, and provides general information about stipends and grants for study, application procedures for academic appointments, and deadlines for applications. Smithsonian Institution, Office of Academic Studies. 1977. 152 pp.

"Soothing the Savage Breast," Music Therapy as a Career describes the field of music therapy and the education needed to enter, and lists colleges and universities offering programs. G. Ricardo Campbell, *Occupational Outlook Quarterly*, Summer 1975, pp. 23–24.

The Art Guardians describes the work of museum curators and conservators (restorers), entry requirements, job opportunities and earnings. G. Ricardo Campbell, *Occupational Outlook Quarterly*, Fall 1971, pp. 2–8.

Banking and finance

A Career in Bank Supervision describes the Federal Deposit Insurance Corporation, the work of its bank examiners, entry qualifications, opportunities for professional development, and application procedures. Federal Deposit Insurance Corporation. 8 pp.

A Sound Investment in Your Future as a Securities Compliance Examiner with the SEC describes the Securities and Exchange Commission, the work of its examiners, entry qualifications, advancement opportunities, and application procedures. Securities and Exchange Commission Pamphlet 1433 (2–7), 1977. 6 pp.

Accountants, Auditors, IRS Agents, Opportunities in the Federal Government describes the work in these occupations, the locations of jobs, entry requirements, opportunities for professional development, and application procedures. U.S. Office of Personnel Management Announcement No. 425, revised May 1979. 8 pp.

Comptroller of the Currency describes the functions of the Office of the Comptroller, the work of its national bank examiners, entry requirements, and application procedures. U.S. Department of the Treasury, Office of the Comptroller of the Currency. 32 pp.

Farm Credit Administration Examination Announcement 435 describes the farm credit system; the work of auditors, credit examiners, and credit and operations specialists; entry requirements; and application procedures.

Federal Reserve Notes, Career Opportunities at the Board of Governors of the Federal Reserve System describes the mission of the Board; its employment opportunities in economics, finance, law, and data processing; and advancement opportunities. Board of Governors of the Federal Reserve System. 20 pp.

Financial Analyst: A Sound Investment in Your Future with the SEC describes the Securities and Exchange Commission, the work of its financial analysts, entry qualifications, advancement opportunities, and application procedures. Securities and Exchange Commission Pamphlet 1047 (2–75), 1975. 6 pp.

I Got a Job as a Savings and Loan Examiner At the Federal Home Loan Bank Board describes the Loan Board, the work of its savings and loan examiners, entry qualifications, opportunities for professional development, and application procedures. Federal Home Loan Bank Board. 12 pp.

Clerical occupations

A Day in the Worklife of Manuel Santalla, Secretary describes a man's experiences working in a traditionally female job. Carol Morgan, *Worklife*, February 1978, pp. 21–23.

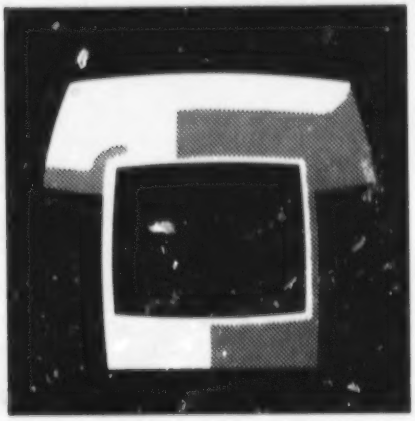
Clerical Jobs and Your Career, one of a series of 11 leaflets, describes the wide variety of clerical jobs available. U.S. Department of Labor, Bureau of Labor Statistics. 1978. 4 pp.

Clerical Opportunities, Social Security Administration describes the agency, the types and locations of clerical jobs available, entry requirements, and application procedures. U.S. Department of Health, Education, and Welfare, Social Security Administration. HEW publication No. (SSA) 76-10133, April 1976. 14 pp.

Stenographers and Typists, Opportunities in the Federal Government describes entry qualifications for grades GS-2 through GS-5 and application procedures for jobs in the Washington, D.C., area.

U.S. Office of Personnel Management Announcement WA-7-06, revised December 1977. 6 pp. Similar announcements are available for other areas.

The Latest Word About Shorthand Reporting discusses the work of shorthand reporters, entry requirements, job prospects, and earnings and lists schools approved by the National Shorthand Reporters Association. Alex Kacen, *Occupational Outlook Quarterly*, Summer 1976, pp. 8-9.



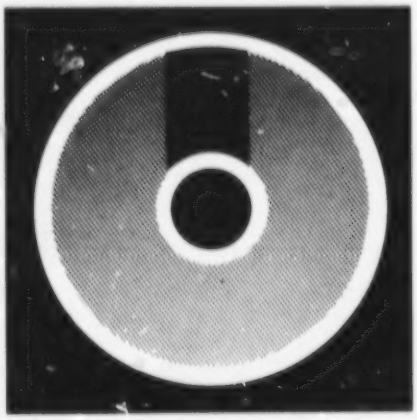
Communications

Careers in Communications Media is a guide for instructors organizing courses for career exploration in the communications field. It describes various occupations in the field and offers a step-by-step approach to developing a career education program. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Occupational and Adult Education. 1975. 288 pp. GPO Stock No. 017-080-01496-3. $5.60.

Careers: International Communication Agency describes the agency (formerly the United States Information Agency) and its career opportunities. International Communication Agency. 10 pp.

Journalism: The Whole Story describes the work of journalists, entry requirements, pay, hours, and working conditions and lists sources of more information. Christine Egan, *Occupational Outlook Quarterly*, Winter 1976, pp. 2-8.

Women On The Job: Careers in Broadcasting describes jobs in radio and television and the education needed to enter them. Lists colleges offering programs in broadcasting administration. U.S. Department of Labor, Women's Bureau. 1979. 26 pp.



Computers

Computer Specialist, Opportunities in the Federal Government GS-7 through GS-12 describes the kinds of problems computer specialists work on; the job duties of computer programmers, computer systems analysts, computer equipment analysts, and computer specialists; entry requirements; and application procedures. U.S. Office of Personnel Management Announcement No. 420, January 1979. 6 pp.

Computers and Careers: A Suggested Curriculum for Grades 9-12 is designed to help teachers and others introduce all students to what computers can do, to provide certain students with a problem-solving tool, or to prepare other students for entry into the job market. Contains 14 instructional units which cover topics such as advanced COBOL programming, beginning keypunch, and data entry. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Occupational and Adult Education. 1973. Available from ERIC.

Elements of Computer Careers provides students with an awareness of jobs in the computer field and discusses educational requirements, salary levels, and opportunities for advancement. This textbook for familiarizing students with computers can be used in a classroom with no computer hardware, with a remote terminal, or with a computer installation. U.S. Department of Health, Education, and Welfare, National Institute of Education. 1977. 344 pp.

Occupations in Electronic Computing Systems discusses how computers are used and describes job duties, education, training, and experience required for employment, and desirable worker aptitudes, interests, and temperaments for 29 computer-related occupations. U.S. Department of Labor, Manpower Administration. 1972. 130 pp. GPO Stock No. 029-013-00067-5. $1.40.

Opportunities in Data Processing For Positions As Peripheral Equipment Operators Grades GS-2 through 4, Computer Systems Operators Grades GS-4 through 7, Computer Aides Grades GS-2 through 4 and Computer Technicians Grades GS-4 through 7 describes nature of the work, entry requirements, and application procedures for the Washington, D.C., area. U.S. Office of Personnel Management Announcement No. WA-5-06, revised October 1977. 8 pp. Similar announcements are available for other areas.

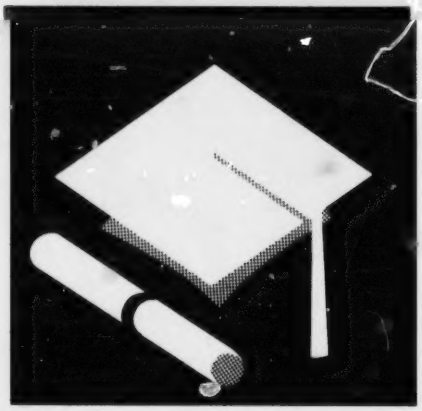
Social Security Careers: Computer Programmers describes job opportunities, training provided, and promotion opportunities. U.S. Department of Health, Education, and Welfare, Social Security Administration. DHEW Publication No. (SSA) 75-10121, October 1974. 4 pp.

Construction

Construction Industry Series is a set of student manuals and instructor's guides designed for a course for high school students. It was prepared by the U.S. Department of Health, Education, and Welfare, Office of Education. The following manual and guide are designed for the occupational exploration level. (A series of six manuals and six guides designed for the occupational preparation level also is available.)

Careers in Construction—Instructor's Guide contains suggested activities to be used in exploring career opportunities in the construction field. Reprinted 1976. 60 pp. GPO Stock No. 017-080-01414-9. $4.15.

Careers in Construction—Student Manual contains general information about nature of the work, training requirements, opportunities for advancement, and job outlook for occupations in seven major occupational groups. 1975. 104 pp. GPO Stock No. 017-080-01415-7. $1.35.



Education and related occupations

Librarians in Veterans Administration Hospitals describes the work of librarians in VA hospitals, locations of jobs, entry requirements, and application procedures. Veterans Administration. VA Pamphlet 10-61, November 1973. 8 pp.

Librarians Serving Older People describes the work in this field, training needed for entry, employment outlook, and sources of additional information. U.S. Department of Labor, Bureau of Labor Statistics. 1979. 25 pp. Based on research originally presented in an article with the same title in the *Occupational Outlook Quarterly*, Spring 1978, pp. 48-52.

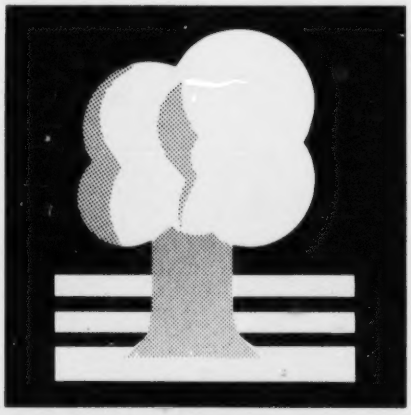
Library Manpower: A Study of Demand and Supply discusses current employment and the demographic, educational, and earnings characteristics of librarians. Identifies and analyzes factors which influence employment needs and projects the demand for and supply of library personnel through 1985. U.S. Department of Labor, Bureau of Labor Statistics. Bulletin 1852, 1975. 94 pp. GPO Stock No. 029-001-01367. $1.75.

Occupations in Library Science furnishes occupational descriptions and worker trait requirements for 25 occupations, and describes education, training, and experience needed for employment. Overview provides general information about librarians and libraries. U.S. Department of Labor, Manpower Administration. 1973. 73 pp. (Out of print.)

Professional Careers for Librarians, Opportunities in the Federal Government describes locations of positions, entry requirements for GS-7 through GS-12, and application procedures. U.S. Office of Personnel Management Announcement No. 422, July 1978. 4 pp.

Professional Careers in Education GS-5, 7, 9, Opportunities in the Federal Government discusses nature of the work and location of jobs for both teaching and nonteaching positions, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. DM-5-01, January 1978. 8 pp.

Teacher and School Administrator Supply and Demand is a report based on two surveys: The Survey of Recent College Graduates conducted in spring 1976 of 1974-75 graduates and the Local Education Agency Survey of Teacher and Administrator Shortages conducted in fall 1977. It discusses current supply and demand, areas of surplus and shortage, employment status of newly qualified teachers, and the outlook for teacher supply and demand to the mid-1980's. U.S. Department of Health, Education, and Welfare, National Center for Education Statistics. 1979. 70 pp.



Environment, natural resources, and related occupations

A Job with the Forest Service: A Guide to Nonprofessional Employment describes, through a series of questions and answers, the Forest Service and the work of its technicians, aides, clerks, skilled workers, and laborers. Lists schools with forestry technician programs. U.S. Department of Agriculture, Forest Service Miscellaneous Publication No. 843, August 1975. 18 pp. GPO Stock No. 001-000-03429-4. $.35.

Career Outlines: National Park Service describes nature of the work, location of jobs, entry requirements, and salaries for park rangers, technicians, and other positions. U.S. Department of the Interior, National Park Service. 1978. 21 pp.

Career Opportunities describes the Bureau of Reclamation and the work of its professional, technical, administrative, and craft employees. U.S. Department of the Interior, Bureau of Reclamation. 1977. 12 pp.

Career Opportunities in the Environmental Protection Agency describes the agency, the types and locations of jobs available, and application procedures. U.S. Environmental Protection Agency. 17 pp.

Career Profiles in Forestry, Conservation, Ecology, Environmental Management describes the types of jobs available in these four areas within the Federal Government and with other employers. Also lists other sources of information. U.S. Department of Agriculture, Forest Service FS308, 1977. 14 pp. GPO Stock No. 001-001-00423-5. $.90.

Challenge in Wood Research describes the wood research program of the Forest Service, the work of its technologists, engineers, chemists, physicists, mathematicians, pathologists, and entomologists; and entry requirements and application procedures. U.S. Department of Agriculture, Forest Service Miscellaneous Publication No. 1054, 1967. 14 pp.

Ecology and Your Career, one of a series of 11 leaflets, discusses the types of jobs available to persons interested in protecting the environment. U.S. Department of Labor, Bureau of Labor Statistics. 1978. 4 pp.

Engineering Careers in the Bureau of Reclamation describes the Bureau and the work of its engineers in planning and design, construction, research, operation and maintenance, and foreign activities. U.S. Department of the Interior, Bureau of Reclamation. 1976. 25 pp.

Employment Opportunities, U.S. Fish and Wildlife Service describes the Service; the work of its fishery and wildlife biologists, ecologists, refuge managers, and special agents; and entry requirements, summer employment positions, and benefits. U.S. Department of the Interior, Fish and Wildlife Service. 1977. GPO Stock No. 024-010-00437-1. $1.00.

Exploring Careers in the Natural Resources: A Student Resource Guide for the Middle School. Section A is designed to help students develop knowledge of their personal strengths and weaknesses and understand the relationship of those characteristics to educational and vocational choices. Section B contains information on duties, characteristics of the job, employment prospects, and advancement opportunities for natural resources occupations, including those in air pollution control, fisheries, forestry, land use planning, minerals and mineral fuels, and wildlife and rangeland management. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Occupational and Adult Education. 1973. 90 pp. Available from ERIC.

Forest Service Guide: Professional Opportunities in Natural Resource Management, Planning and Research describes the Forest Service; career opportunities in forestry, engineering, geology, hydrology, landscape architecture, range conservation, research, soil science, and wildlife management; entry requirements; and application procedures. U.S. Department of Agriculture, Forest Service Miscellaneous Publication 1282, November 1974. 20 pp.

Natural Resources and Career Awareness, A Teacher's Guide for Grades K–6 provides an outline of topics and learning activities in the field of natural resources for teachers and offers information regarding careers in this field. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Occupational and Adult Education. 1973. 195 pp. GPO Stock No. 017–080–01256–1. $1.50.

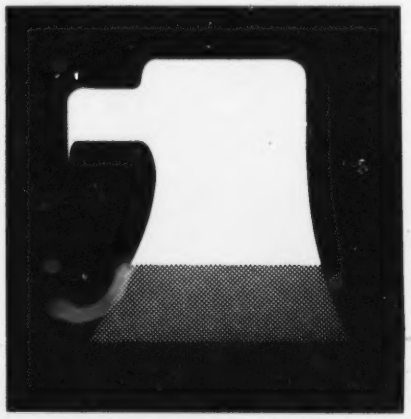
Opportunity in Resource Management describes the Bureau of Land Management and the work of its employees in forest, range, minerals, and watershed management; fire protection; recreation; wildlife biology; ecology; land classification; land law examining; resource economics; engineering; data processing; and administration. Describes entry requirements and application procedures. U.S. Department of the Interior, Bureau of Land Management. 1976. 40 pp.

Surface Mining Reclamation Specialist GS–5/13, Opportunities in the Federal Government describes the work of these specialists, the location of jobs, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 434, August 1978. 1978. 4 pp.

Working for the Bureau of Outdoor Recreation describes the Bureau's activities in recreational planning, land and water conservation, recreation resource studies, and environmental protection. Also discusses career opportunities and entry requirements for outdoor recreation planners. U.S. Department of the Interior, Bureau of Outdoor Recreation. 1977. 10 pp. GPO Stock No. 024–016–00062–5. $.35.

Working Toward a Better Environment: Career Choices describes employment opportunities in the environmental field. Lists postsecondary schools and colleges offering environmental programs, Federal Government agencies involved in environmental management, and sources of environmental career information. U.S. Environmental Protection Agency. Revised 1977. 15 pp. GPO Stock No. 055–000–00158–8. $.35. Material in this publication is also available in an article with the same title in the *Occupational Outlook Quarterly*, Spring 1974, pp. 18–24.

Working with Animals provides an overview of jobs working with animals and describes the work of humane agents, animal care attendants, conservation officers, veterinary technicians, and zookeepers. Charles F. Hermann III and Gary Hodge, *Occupational Outlook Quarterly*, Summer 1978, pp. 22–29.



Federal employment

General

Current Federal Examination Announcements is a periodic listing of Federal job announcements which are issued on a nationwide basis. These announcements describe, for each occupation, the nature of the work, pay grades, entry requirements, and application procedures. U.S. Office of Personnel Management AN 2279. Revised quarterly. Individual announcements in the April–June 1979 listing are included in this publication under appropriate subject headings. Current listings are available from Federal Job Information Centers (see below).

Directory of Federal Job Information Centers lists addresses and telephone numbers of Centers in all the States and in the District of Columbia, Guam, and Puerto Rico. U.S. Office of Personnel Management BRE–9, September 1979. 8 pp.

Directory of Federal Personnel Offices, Washington, D.C. Metropolitan Area. U.S. Office of Personnel Management EWA–305. January 1979.

Federal Employment Outlook is a summary of career fields and locales for which opportunities are most favorable for well-qualified applicants or for which chances for appointment are extremely limited. U.S. Office of Personnel Management BRE 74, September–November 1979. Revised periodically.

Pace Your Way to a Government Job describes the Professional and Administrative Career Examination (PACE), which college graduates and people with qualifying experience must pass to be considered for entry-level positions in about 120 technical, professional, and administrative occupations. Christine Egan, *Occupational Outlook Quarterly*, Winter 1977, pp. 10–15.

Some General Information About Federal Jobs, First See US describes how jobs are filled, chances for employment, veterans preference, qualifications needed, and how to apply. U.S. Office of Personnel Management BRE–67, April 1979. 8 pp.

Standard Form 171 provides a step-by-step guide to preparing the Personal Qualifications Statement which summarizes an individual's experience and skills, education, training, awards, and outside activities. It is used by most Federal agencies in selecting job applicants for positions. *Occupational Outlook Quarterly*, Winter 1977, pp. 16–23.

Summer Jobs: Opportunities in the Federal Government contains information on summer employment for clerical jobs in grades GS–1 through GS–4 and for specialized positions in grades GS–5 and above requiring a bachelor's degree or equivalent experience. Provides information on trades and labor jobs and special summer employment programs. Lists Office of Personnel Management area offices

and agency addresses. U.S. Office of Personnel Management Announcement No. 414, April 1979. 28 pp. Revised annually.

The Federal Career Service . . . At Your Service presents a general picture of the Federal personnel system and how it works. U.S. Office of Personnel Management OPA-2 1977. 24 pp. GPO Stock No. 006-000-00974-3. $.70.

U.S. Government Manual 1979/80 contains information about the legislative, judicial, and executive branches of Government, including Cabinet-level departments and independent agencies. It describes the work and administrative structure of each organization and lists the names and addresses of major officials. Most entries include a source of information about employment with the agency and a list of agency publications. General Services Administration. 914 pp. 1979. GPO Stock No. 022-003-00982-5. $7.50.

Working for the USA describes how Federal Government jobs are filled, hiring qualifications, pay and benefits, training and advancement, and how to apply. U.S. Office of Personnel Management BRE 37, April 1979. 32 pp.

Working for US tells how to find out about Federal Government jobs, how jobs are filled, entry requirements, and pay and benefits. Neale Baxter, *Occupational Outlook Quarterly*, Winter 1977, pp. 2-9. Reprint available, GPO Stock No. 006-000-01040-70. $.70.

College graduates

Beyond the BA: Your Graduate Degree and the Federal Job Market provides general information about Federal Government jobs for graduate degree holders. For 26 occupational categories, gives application procedures, examples of qualifying graduate degrees, and employment opportunities. U.S. Office of Personnel Management BRE 65, June 1978. 8 pp.

Federal Career Directory 1976-1977: A Guide for College Students provides information about Federal careers and the agencies that employ college graduates for these positions. Part 1 describes nature of the work, qualifications required, and career possibilities in more than 100 occupations. Part 2 describes the work of Federal agencies and their career opportunities for college graduates. Part 3 lists major fields of study in college and the jobs for which people with these backgrounds can qualify. U.S. Office of Personnel Management, March 1976. GPO Stock No. 006-000-00900-0. $3.45.

Guide to Federal Career Literature 1978 describes pamphlets and brochures used in recruiting college graduates for entry-level positions by Federal agencies. U.S. Office of Personnel Management BRE-24. 1978, 17 pp. GPO Stock No. 006-000-01037-7. $1.10.

The College Student's Guide to Federal Jobs provides information on entry requirements and entry level grades and employing agencies for over 150 occupations. Mary Ellen Ayres, *Occupational Outlook Quarterly*, Winter 1977, pp. 24-59.

Trends in Federal Hiring is a newsletter for college and university placement directors that provides current information about entry-level staffing needs by college major, occupation, and agency. U.S. Office of Personnel Management.

Agencies

The following publications, issued by Federal agencies, describe career opportunities in a number of occupations in the Federal service. Publications covering only one occupation, or agencies whose work is covered under another heading, are classified under the appropriate occupational heading.

A Career in Labor Management Relations as a Field Examiner describes the work of field examiners, entry requirements, opportunities for career development, and salaries. National Labor Relations Board. 1976. 20 pp.

Career Gateways describes the Commerce Department, the types of jobs available, and their locations. U.S. Department of Commerce, Office of Personnel. 1976. 14 pp.

Career Opportunities describes the Commodity Futures Trading Commission; its career opportunities for attorneys, accountants, economists, statisticians, and secretaries; entry requirements; opportunities for advancement; and application procedures. Commodity Futures Trading Commission. 12 pp. 1979.

Career Paths in the Department of Labor describes the department and provides job briefs for 52 occupations in the department, covering the work, entry qualifications, location of jobs, and the level of competition for jobs. U.S. Department of Labor, Office of the Assistant Secretary for Administration and Management. 1978. 27 pp.

Careers, United States Army Corps of Engineers describes the mission of the Corps, the work of its civilian employees in a wide range of fields, and the location of jobs. Department of Defense, U.S. Army Corps of Engineers. 36 pp.

Careers with Eximbank for Accountants, Economists, Engineers, Financial Analysts, and Lawyers describes the bank and the work of its employees. Export-Import Bank of the United States. 1978. 6 pp.

Careers with the Employment Standards Administration describes the work in three major job categories—Wage and Hour Compliance Specialist, Workers' Compensation Examiner, and Equal Opportunity Specialist. U.S. Department of Labor, Employment Standards Administration. April 1978. 2 pp.

Careers with HUD describes the mission of the Department of Housing and Urban Development and its employment opportunities in a wide range of fields. U.S. Department of Housing and Urban Development. 6 pp. 1975.

Central Intelligence Agency describes the agency, the work of its employees, entry requirements, opportunities for professional development, and application procedures. Central Intelligence Agency. January 1976. 8 pp.

Do It in 3 describes the General Services Administration, job assignments and academic background desired for 23 occupations, and the 3-year professional development program. General Services Administration. 1974. 20 pp.

Employment Opportunities: Federal Mediator Positions describes the Federal Mediation and Conciliation Service, the work of Federal mediators, entry requirements, and application procedures. Federal Mediation and Conciliation Service. 8 pp.

Let Us Fit Into Your Future describes the Internal Revenue Service and the duties of its employees. Describes job duties, educational qualifications, opportunities for professional development, and promotion opportunities in eight occupational categories in accounting, law, and investigation. U.S. Department of the Treasury, Internal Revenue Service Publication 818, revised January 1977. 15 pp.

Opportunities for College Graduates describes jobs in the Government Printing Office in accounting, data processing, library science, printing management, and

general administration. U.S. Government Printing Office, 1973. 6 pp.

Professional Careers with Census describes the Bureau and the work of its employees in demography, economics, research and development, data collection and processing, data systems and operation, and administration. Discusses professional development and application procedures. U.S. Department of Commerce, Bureau of the Census. 1975. 28 pp.

Smithsonian Opportunities for Research and Study in History, Art, Science describes the Smithsonian Institution's academic programs, its major research activities, and the research interests of the individual members of its professional staff. Comments on programs for visiting scholars, scientists, and students, and provides general information about stipends and grants for study, application procedures for academic appointments, and deadlines for applications. Smithsonian Institution, Office of Academic Studies. 1977. 152 pp.

The Federal Communications Commission and You describes the FCC, its career opportunities, and pay and benefits. Federal Communications Commission. 6 pp.

Vista: A Louder Voice for the Nation's Poor describes Vista programs and the work of Vista volunteers. Provides information about eligibility, training, assignments, and application procedures. Vista/Peace Corps Action Pamphlet 4300 6. January 1978. 20 pp.

Work With GAO for More Effective Government describes the mission of the General Accounting Office; opportunities for majors in accounting, business, economics, engineering, law, mathematics, and public administration; and training and career development. U.S. General Accounting Office, 1973. 26 pp.

You and ACDA describes the U.S. Arms Control and Disarmament Agency, its hiring policies, opportunities for career development, and pay and benefits. U.S. Arms Control and Disarmament Agency Publication 70, August 1973. 28 pp.

Armed Forces

The Armed Forces publish a great deal of material describing special enlistment programs, officer training, opportunities for women, reserve programs, and other aspects of military careers. Publications are available from local recruiting offices or by writing to the following addresses: U.S. Army Recruiting Command, Fort Sheridan, Ill. 60037; Navy Recruiting Command (Code 0), 4015 Wilson Blvd., Arlington, Va. 22203; USAF Recruiting Service, Directorate of Recruiting Operations, Randolph Air Force Base, Tex. 78148; Headquarters, U.S. Marine Corps, Washington, D.C. 20380; Commandant, (G-PMR), U.S. Coast Guard, Washington, D.C. 20590. Selected publications are listed below:

Air Force—A Great Way of Life is a counselor's reference book which describes programs for enlisted personnel and officers.

The Officer in the United States Air Force describes opportunities in a number of career areas. 1977. 53 pp.

Army Occupational Handbook was prepared for students, guidance counselors, and Army recruiters. For each enlisted occupational specialty, it describes job duties, desirable aptitudes and interests, training provided, and related civilian occupations. 1976. 96 pp.

Help Yourself, A Guide to Enlisted Careers in the Coast Guard describes desirable aptitudes and interests, training provided, and related civilian occupations for Coast Guard jobs. 1977. 22 pp.

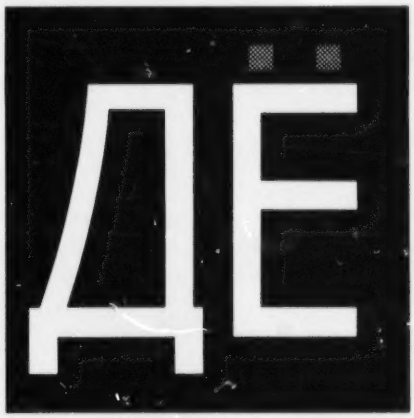
Opportunities After College. Coast Guard describes the job duties of Coast Guard officers, pay and benefits, and the officer candidate school. 1977. 14 pp.

Academic Appointment Guide is a desk-top calendar which describes Marine Corps programs.

Navy Career Guide 1980–81 acquaints young people and guidance counselors with opportunities in the Navy. For each enlisted occupation, it describes job duties, desirable aptitudes and interests, working environment, and related civilian occupations. 109 pp.

The Navy Officer describes officer commissioning programs, training provided, and opportunities for advancement. June 1979. 44 pp.

Military-Civilian Occupational Source Book gives titles and descriptions of military jobs and indicates equivalent civilian jobs. Civilian job titles are based on the Dictionary of Occupational Titles and the U.S. Office of Education Career Clustering System; military titles are based on the enlisted classification (job/rating) systems of the five military services. It emphasizes the commonality between military and civilian occupations to stimulate qualified young men and women to investigate the military services as a source of immediate employment and of basic and advanced technical training which they can use in their military or civilian careers. An introductory section discusses enlistment, training, pay, promotion, and advanced educational programs. Department of Defense, U.S. Military Enlistment Processing Center, Fort Sheridan, Ill. 60037. Second Edition, January 1978–DOD 1304. i2Y. 293 pp.

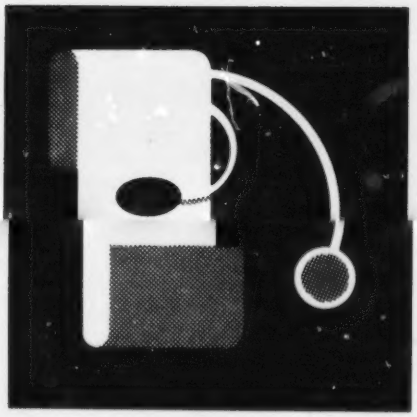


Foreign languages

Earning a Living with Foreign Languages discusses the work of foreign language teachers, translators, and interpreters. *Occupational Outlook Quarterly*, Winter 1975, pp. 34–35. Reprinted by permission from the "Career Corner" section of *Interaction*, Volume 3, Number 6, March 1975.

Foreign Languages and Careers describes the wide range of jobs in which knowledge of a foreign language is a highly desirable supplement to technical, business, or professional talents. Lucille J. Honing and Richard I. Brod. *Occupational Outlook Quarterly*, Winter 1974, pp. 26–36. Excerpted by permission from the *Modern Language Journal*, April 1974.

Foreign Languages and Your Career, one of a series of 11 leaflets, discusses careers in which knowledge of a foreign language is essential or helpful. U.S. Department of Labor, Bureau of Labor Statistics. 1978. 4 pp.



Health

(Also see Working with older people.)

General

A Sourcebook for the Health Information Program helps counselors advise prospective health professional students, with special emphasis on students from minority groups. Includes descriptions of about 200 occupations and specializations, covering nature of the work, educational requirements, personal qualities desirable for the field, working conditions, licensing requirements, and salary ranges. Appendix A lists organizations for additional information; appendix B gives sources of information on minority groups. U.S. Department of Health, Education, and Welfare, Health Resources Administration. September 1976. 279 pp. (Out of print.)

Career Opportunities at the National Institutes of Health describes the types of jobs available for people with training in medicine, the life sciences, and liberal arts, and discusses Civil Service benefits. U.S. Department of Health, Education, and Welfare, National Institutes of Health. DHEW Publication No. (NIH) 77-16. 1977. 15 pp.

Career Opportunities for: Chemists, Engineers, Industrial Hygienists, Medical Officers, Pharmacologists and Health Statisticans describes the National Institute for Occupational Safety and Health, the work of its employees, and entry requirements. U.S. Department of Health, Education, and Welfare, Center for Disease Control, National Institute for Occupational Safety and Health. 10 pp.

Careers in Mental Health describes the work of psychiatrists, psychologists, social workers, psychiatric nurses and aides, recreation therapists, rehabilitation counselors, and art and music therapists in the mental health field and gives information on entry requirements and earnings. U.S. Department of Health, Education, and Welfare, National Institute of Mental Health. DHEW Publication No. (ADM) 75-250, 1975. 19 pp. GPO Stock No. 017-024-00463-4. $1.

Have You Considered A Health Career? in a comic book format, describes the work in a number of health careers and the education needed to enter them. It also includes career profiles of distinguished practitioners and researchers. U.S. Department of Health, Education, and Welfare, Health Resources Administration. DHEW Publication No. (HRA) 77-622, January 1977. 26 pp.

Health Careers Guidebook, Fourth Edition discusses nature of the work; desirable personality traits; and the education, training, and licensing requirements for a wide range of health-related occupations. Also covers career planning, financial aid, and sources of further information. U.S. Department of Labor, Employment and Training Administration; and U.S. Department of Health, Education, and Welfare, Health Resources Administration. 1979. 221 pp. GPO Stock No. 029-000-00343-2. $5.25.

Health Careers Without a College Degree, one of a series of 11 leaflets, describes nature of the work, training requirements, licensing, and earnings for medical technicians and assistants and nurses. U.S. Department of Labor, Bureau of Labor Statistics. 1978. 4 pp.

Job Descriptions and Organizational Analysis for Hospitals and Related Health Services discusses the functions performed in hospitals and, for several hundred occupations, describes job duties; education, training, and experience required; desirable worker traits; and the relationship to other occupations. Also lists related professional associations or organizations. U.S. Department of Labor, Manpower Administration. Revised 1971, reprinted 1978. 732 pp. GPO Stock No. 029-014-00020-5. $10.25.

The Emergency Department Team: Working Together to Save Lives describes the work of physicians, nurses, technicians, registration clerks, and others providing emergency services, and the entry requirements and promotion opportunities in these jobs. Lists sources of additional information. Larry Drake, *Occupational Outlook Quarterly*, Winter 1978, pp. 16-25.

The Nursing Home Industry describes employment in the industry in 1973 and projects requirements by occupation to 1980 and 1985. AOA Occasional Papers in Gerontology No. 2. Manpower Needs in the Field of Aging. U.S. Department of Health, Education, and Welfare, Administration on Aging, National Clearinghouse on Aging. DHEW Publication No. (OHD) 76-20082, 1975. 16 pp.

200 Ways to Put Your Talent to Work in the Health Field is a pamphlet describing health careers and listing sources of more information. Its preparation was funded in part by the U.S. Department of Health, Education, and Welfare. Single copies are available free from the National Health Council, Box 40, Radio City Station, New York, N.Y. 10019. (Please enclose 25 cents for handling.) Bulk quantities are available at 6 cents each. (Please also enclose 25 cents for handling each order.) Send check/purchase order to National Health Council, 1740 Broadway, New York, N.Y. 10019.

Occupations

Audiologists and Speech Pathologists in Veterans Administration Hospitals and Clinics describes the work, entry requirements, and application procedures. Veterans Administration. VA Pamphlet IB-10-9, revised January 1976. 3 pp.

A Day in the Worklife of Diane Deakyne, Dentist describes her work and job opportunities in dentistry, particularly for women. Carol Morgan, *Worklife*, July 1978, pp. 30-32.

Choosing To Serve . . . A Career as a Dental Hygienist describes nature of the work and entry requirements and lists sources of more information. U.S. Department of Health, Education, and Welfare, Public Health Service, Health Resources Administration. 1977. 8 pp. GPO Stock No. 017-021-00028-1. $.70.

Dental Assisting: A Career on the Move describes nature of the work, location of jobs, education programs, certification of graduates, and earnings. U.S. Department of Health, Education, and Welfare, Public Health Service, Health Resources Administration. Pamphlet DHEW Publication No. (HRA) 78-40. 7 pp.

Dental Auxiliary Careers in Veterans Administration Hospitals and Clinics de-

scribes the work of dental hygienists, laboratory technicians, and assistants in the VA; entry requirements; work locations; and application procedures. VA Pamphlet IB 10-5, May 1974. 4 pp.

Opportunities for Dentists in the Veterans Administration describes the work of dentists in the VA, educational opportunities available, entry requirements, and application procedures. VA Pamphlet IB 10-8, February 1976. 12 pp.

Dietitian, Opportunities in the Federal Government GS-5/12 describes the work of dietitians, dietetic assistants, and public health nutritionists, as well as entry requirements and application procedures. U.S. Office of Personnel Management Announcement No. 450, February 1979. 6 pp.

An Invitation to Involvement: Engineering Career Opportunities in the U.S. Public Health Service describes the mission of the Service, the job duties of its engineers, entry requirements, and application procedures. U.S. Department of Health, Education, and Welfare, Public Health Service. 1979. 36 pp. GPO Stock No. 017-041-00114-9. $.65.

Exploring Careers in Health Services Administration describes nature of the work, personal qualities needed for success, and various ways to enter the field. Lists colleges and universities with programs in health administration and sources of career information. U.S. Department of Health, Education, and Welfare, Health Resources Administration. DHEW Publication No. (HRA) 78-90, 1978. 20 pp. GPO Stock No. 017-022-00641-3. $1.20.

Homemaker—Home Health Aide Services. Part I describes the scope of services provided by aides and the characteristics of the agencies that provide them. Part II gives a profile of homemaker-home health aides, including the personal qualities usually sought by employers, discusses historical and current employment, and provides projections of requirements, job openings, and supply through 1990. AOA Occasional Papers in Gerontology No. 2. Human Resources Issues in the Field of Aging. U.S. Department of Health, Education, and Welfare, Administration on Aging, National Clearinghouse on Aging. DHEW Publication No. (OHD) 77-20086, 1977. 32 pp.

Industrial Hygienists, Opportunities in the Federal Government GS-5/12 describes nature of the work, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 230, June 1979. 4 pp.

Wanted! Industrial Hygienists describes the work of hygienists, entry requirements, earnings, and the current shortage of people with graduate degrees in the field. Jerry Stilkind, *Occupational Outlook Quarterly*, Spring 1979, pp. 20–25. Reprinted in updated form from *Job Safety and Health*, March 1977.

Career Opportunities as a Medical Record Librarian GS-5 thru GS-12 describes the work, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 331, September 1977. 4 pp.

Careers in Medical Technology, Positions in Clinical and Health Research Grades GS-5 through GS-12 describes nature of the work, entry requirements, and application procedures for the Washington D.C., area. U.S. Office of Personnel Management Announcement No. WA-8-15, revised May 1976. 6 pp. Similar announcements are available for other areas.

Medical Technical Assistant, Opportunities in the Federal Government describes nature of the work, training provided, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. LK-7-01, March 1977. 4 pp.

Careers in Medical Technology and Related Biological Sciences in Veterans Administration Health Care Facilities describes nature of the work, training provided, entry requirements, and application procedures. Veterans Administration. VA Pamphlet IB 10-13, September 1977. 24 pp.

A Day in the Worklife of Richard Elliott, Registered Nurse describes the experience of a police officer who became a nurse. Carol Morgan, *Worklife*, March 1977, pp. 29–31.

Nurse Anesthetists in Veterans Administration Hospitals describes the work, entry requirements, and application procedures. Veterans Administration. VA Pamphlet IB 10-12, August 1976. 4 pp.

Nurse Careers in the Veterans Administration describes the duties of nurses in the VA, educational opportunities, entry requirements, application procedures, and locations of jobs. Veterans Administration. VA Pamphlet IB 10-11, May 1977. 24 pp.

Nurse-Midwives: Breathing New Life into Maternity Care discusses nature of the work, training needed, and State laws concerning the practice of nurse-midwifery. Christine Egan, *Occupational Outlook Quarterly*, Spring 1977, pp. 8-11.

Nurses, Opportunities in the Federal Government describes the work of nurses in the major employing agencies, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 419, revised November 1976. 12 pp.

Practical Nurses in the VA describes employment opportunities in the VA, entry requirements, and application procedures. Veterans Administration. VA Pamphlet 10-52, May 1977. 12 pp.

Careers: Occupational Safety and Health describes job duties, education requirements, and places of work (government and nongovernment) for occupational health nurses, occupational safety and health technicians, occupational physicians, industrial hygienists, and safety professionals. U.S. Department of Health, Education, and Welfare, Public Health Service, National Institute for Occupational Safety and Health, Division of Training and Manpower Development. 4 pp. (Foldout poster/brochure.)

A Day in the Worklife of Nancy Adams OSHA Inspector describes her job duties, advancement opportunities, and the growing number of jobs in her field. *Worklife*, January 1979, pp. 29–13.

Orthotist, Prosthetist, Restoration Technician, Opportunities in the Federal Government describes nature of the work, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 452, March 1979. 6 pp.

Pharmacists in the Veterans Administration describes the work of VA pharmacists, postgraduate training programs, entry requirements, application procedures, and locations of jobs. Veterans Administration. VA Pamphlet 10-62, August 1977. 4 pp.

Pharmacists, Opportunities in the Federal Government GS-9/11 describes nature of the work, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement WA-8-09, January 1978. 4 pp.

Opportunities for Physicians in Veterans Administration Health Care Facilities de-

scribes the medical and research programs of the VA, educational opportunities, entry requirements, and application procedures. Veterans Administration. VA Pamphlet IB 10-15, January 1978. 10 pp.

Physician's Assistants, Opportunities in the Federal Government GS-7/12 describes nature of the work, locations of jobs, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 428, December 1977. 4 pp.

Clinical Psychologist, Federal Prison System, Opportunities in the Federal Government GS-11/12 describes the work, locations of jobs, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 437, April 1978. 2 pp.

Professional Opportunities in the Veterans Administration for Psychologists (Clinical or Counseling) and for Psychology Technicians, Psychology Aids, and Graduate Student Trainees describes the VA's Department of Medicine and Surgery and the Department of Veterans Benefits, the work of VA psychologists and support personnel, entry requirements, application procedures, and job locations. Veterans Administration. VA Pamphlet 05-44, March 1977. 4 pp.

Psychologist, Opportunities in the Federal Government describes the work of psychologists in the Veterans Administration, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 444, October 1978. 4 pp.

Program Representative: Non-Technical describes the work of program representatives in the venereal disease control program of the Center for Disease Control, entry requirements, and application procedures. U.S. Department of Health, Education, and Welfare, Center for Disease Control. October 1977. 4 pp.

"Soothing the Savage Breast," Music Therapy as a Career describes the field of music therapy and the education needed to enter, and lists colleges and universities offering programs. G. Ricardo Campbell, *Occupational Outlook Quarterly*, Summer 1975, pp. 23-24.

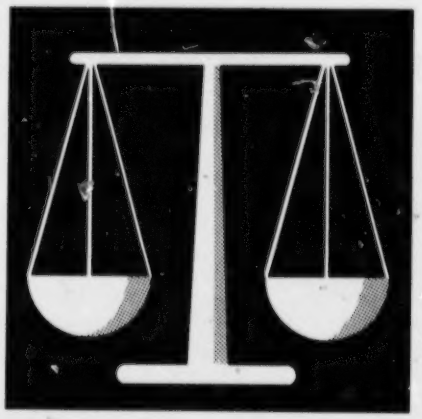
Rehabilitation Therapist in the Veterans Administration describes the VA's Rehabilitation Medicine Service; the work of and entry requirements for corrective, educational, manual arts, occupational, physical, and recreational therapists; application procedures; and job locations. Veterans Administration. VA pamphlet IB-10-7, August 1975. 16 pp.

Therapists, Opportunities in the Federal Government describes entry requirements and application procedures for physical, occupational, corrective, educational, and manual arts therapists. U.S. Office of Personnel Management Announcement No. 441, March 1979. 8 pp.

Careers for Veterinarians describes the work of veterinarians in the Animal and Plant Health Inspection Service, entry requirements, and application procedures. U.S. Department of Agriculture, Animal and Plant Health Inspection Service. 1976. 12 pp.

Veterinary Medical Officer, Opportunities in the Federal Government GS-9/15 describes the nature of the work in Federal agencies, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. WA-9-07, September 1977. 4 pp.

Careers for Voluntary Service Officers describes the work of coordinating the volunteer program in Veterans Administration hospitals and application procedures. Veterans Administration. VA Pamphlet IB 10-14, April 1977. 4 pp.



Law careers

Careers for Attorneys in Consumer Protection and Anti-Trust Law describes the Federal Trade Commission, the work of its attorneys, and its hiring procedures. Federal Trade Commission. 1978. 20 pp.

Career Opportunities for Attorneys with the Civil Aeronautics Board describes the Board and the work of its attorneys. Civil Aeronautics Board. 1975. 10 pp.

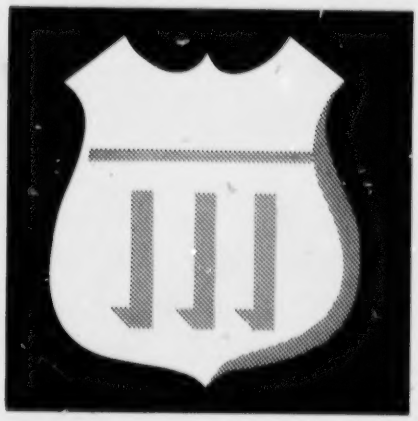
In Public Practice: Lawyers in the Federal Government describes jobs in the field of law, entry requirements, application procedures, and opportunities for summer jobs. Lists Federal agencies which employ attorneys. U.S. Office of Personnel Management BRE-66, 1976. 20 pp. GPO Stock No. 006-000-00954-9. $.45.

Information for Applicants for Attorney Positions discusses the role of attorneys in the work of the Federal Communications Commission, entry qualifications, and application procedures. Federal Communications Commission. 5 pp.

Legal and Quasi-Legal Positions in the Veterans Administration describes the VA and the work of its lawyers and claims examiners, entry requirements, promotion opportunities, and application procedures. Veterans Administration. VA Pamphlet 05-51, November 1975. 16 pp.

Legal Assistant: New Career in the Making discusses the work of paraprofessional legal assistants, qualifications and training, the job outlook, and earnings, and lists legal assistant training programs available. Alex Kacen, *Occupational Outlook Quarterly*, Fall 1975, pp. 8-11.

Today's Lawyer for the SEC describes the Securities and Exchange Commission, the work of its lawyers, entry requirements, and application procedures. Securities and Exchange Commission Pamphlet 924 (9-74), 1974. 6 pp.



Law enforcement

A Career As A Correctional Officer—An Opportunity For A Challenge describes the work of Federal corrections officers, the location of jobs, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. 431, January 1979. 8 pp.

ATF Inspectors describes the work of inspectors and the training they receive, entry requirements, and application procedures. U.S. Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms. 1977. 4 pp.

Border Patrol Agent, Customs Patrol Officer, Opportunities in the Federal Government GS-5 describes the work of agents and officers and the training they receive, the location of positions, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. DS-8-01, February 21, 1978. 6 pp.

Careers in Criminal Justice lists occupations in law enforcement, courts, and corrections, and explains how to obtain additional information on these careers. Discusses affirmative action programs and innovations in the criminal justice system. U.S. Department of Justice, Law Enforcement Assistance Administration. 13 pp.

Careers in Law Enforcement: An Annotated Bibliography lists publications providing information about law enforcement careers. U.S. Department of Justice, Law Enforcement Assistance Administration. 1977. 20 pp.

Careers in Law Enforcement: State and Local Government describes entry requirements, job duties, and promotion opportunities in police work. U.S. Department of Justice, Law Enforcement Assistance Administration. 1977. 8 pp.

Careers in Law Enforcement: The Federal Government describes the functions of 12 Federal agencies involved in law enforcement and provides sources of employment information. U.S. Department of Justice, Law Enforcement Assistance Administration. 1977. 12 pp.

Deputy U.S. Marshall, Opportunities in the Federal Government describes the work of marshalls and the training they receive, the location of positions, entry requirements, and application procedures. U.S. Office of Personnel Management Announcement No. WA-7-09, April 1977. 8 pp.

Exceptional Careers describes jobs in the U.S. Customs Service for inspectors, pilots, patrol officers, and others. U.S. Department of the Treasury Customs Service. July 1979.

FBI Career Opportunities describes the job of FBI agent as well as other positions in the Bureau, entry requirements, training new employees receive, and salary and benefits. U.S. Department of Justice, Federal Bureau of Investigation. 10 pp.

How to Become a Fingerprint Examiner with the FBI describes entry requirements, advancement opportunities, and earnings. U.S. Department of Justice, Federal Bureau of Investigation, 1978. 4 pp.

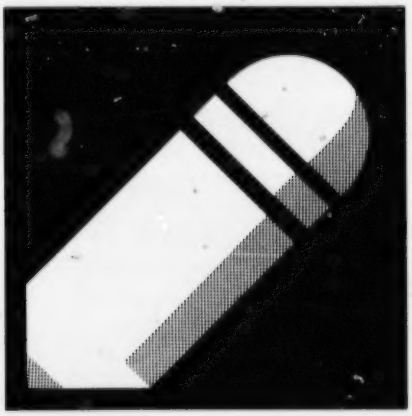
Law Enforcement and Related Jobs with Federal Agencies describes job duties, entry requirements, and application procedures for jobs such as narcotics agents, postal inspectors, and immigration inspectors. U.S. Office of Personnel Management Announcement No. BRE 38, 1977. 24 pp.

Polygraph Examiners: The Truth Will Out describes the work of polygraph examiners administering "lie detector" tests, personal qualities needed for success in this field, training and licensing requirements, and beginning salaries. Lists schools approved by the American Polygraph Association. Alex Kacen, *Occupational Outlook Quarterly*, Fall 1978, pp. 18-20.

Special Agent describes duties of special agents, entry requirements, the training they receive, and pay and benefits. U.S. Department of the Treasury, United States Secret Service. 5 pp.

The Gatekeepers describes the work of customs, immigration, and quarantine inspectors, entry requirements; and earnings. Joyce Kling. *Occupational Outlook Quarterly*, Fall 1971, pp. 16-23.

United States Secret Service Uniformed Division discusses duties of officers, entry requirements and the training they receive, salary, and benefits. U.S. Department of the Treasury, United States Secret Service. 5 pp.



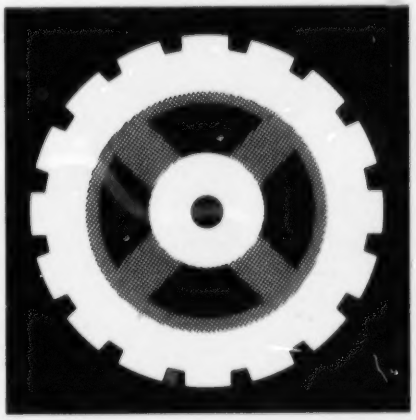
Liberal arts

English and Your Career, one of a series of 11 leaflets, discusses the types of jobs available to persons with an interest or proficiency in English. U.S. Department of Labor, Bureau of Labor Statistics. 1978. 4 pp.

Liberal Arts and Your Career, one of a series of 11 leaflets, discusses the types of jobs available to liberal arts graduates. U.S. Department of Labor, Bureau of Labor Statistics. 1978. 4 pp.

Putting a Bachelor of Arts Degree to Work describes jobs available to liberal arts graduates in business and government. Gloria Stevenson, *Occupational Outlook Quarterly*, Winter 1971. pp. 3-10.

What Good is a Degree in English? This article indicates that the study of English can be a valuable preparation for students planning careers in medicine, law, and business. It is based on information obtained in a survey of medical schools, law schools, and large industrial organizations. Linwood Orange, *Occupational Outook Quarterly*, Spring 1974, pp. 9-17.



Manufacturing

Exploring Manufacturing Occupations. The following two publications prepared by the U.S. Department of Health, Education, and Welfare, Office of Education, help secondary school students explore careers in manufacturing occupations. A variety of course designs and development techniques allows the teacher and students jointly to design an individualized course of instruction. Descriptions of manufacturing industries form the basis for exploration activities.

Student's Manual discusses the manufacturing process and, for 21 industries, describes the types of goods produced, typical jobs, and working conditions, and discusses the future of the industry. 1976. 104

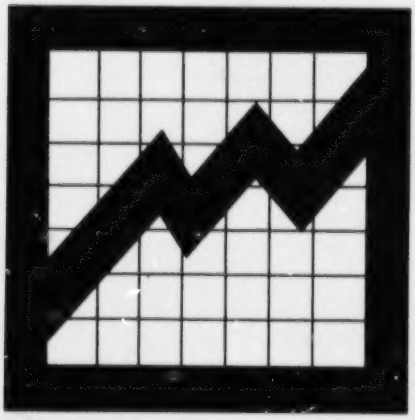
pp. GPO Stock No. 017-080-01657-5. $1.75.

Instructor's Guide provides information on manufacturing processes and their development and suggests several possibilities for curriculums for studying manufacturing occupations. 1976. 158 pp. GPO Stock No. 017-080-01658-3. $2.30.

Occupational Preparation-Inspection and Quality Control. The following publications form a direct followup to the preceding two listings.

Student's Manual contains a general overview of the quality control and inspection field, as well as occupational preparation materials. 1976. 130 pp. GPO Stock No. 017-080-01655-9. $2.

Instructor's Guide provides curriculum development guidelines as well as a variety of instructional resources on the quality control and inspection field. 1976. 127 pp. GPO Stock No. 017-080-01656-7. $2.



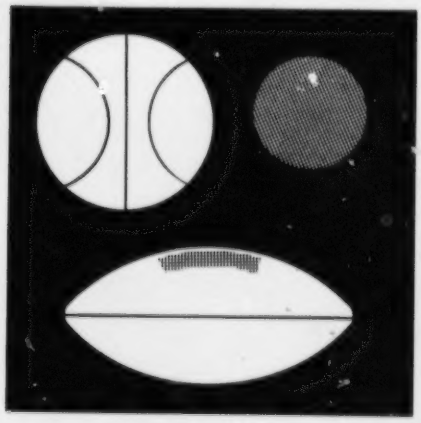
Marketing

Cafeteria and Retail Management Careers in Veterans Administration Hospital Canteens describes the work of canteen officers, entry requirements, professional development, and application procedures. Veterans Administration. VA Pamphlet 10-81, April 1973. 12 pp.

Career Exploration in Marketing and Distribution is a complete course outline and curriculum about career opportunities in marketing and distribution. The course materials are divided in two parts: (1) a general discussion of career decisionmaking skills, and (2) an explanation of marketing and distribution principles, occupations in the field, and skills necessary for those considering such occupations. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Occupational and Adult Eduction. 1975. 332 pp. GPO Stock No. 017-080-01494-7. $4.65.

Career Exploration in the Fashion Industry: A Suggested Program Guide introduces the field and presents suggestions for a career exploration program. Five sections, or resource modules, cover an overview of the industry, fashion merchandising, apparel design and production, textile design and production, and drycleaning and laundering. Contains a profile of occupations in each part of the industry, including places of employment and job responsibilities. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Occupational and Adult Education. 1973. Available from ERIC.

The Retail Trade: Selected Department Store Occupations describes job duties, education, experience, and training requirements, and aptitudes, interests, and temperaments needed for 45 department store occupations. U.S. Department of Labor, Manpower Administration. 1972. 103 pp. (Out of print.)



Recreation and sports

Athletic Trainers describes job duties, educational background needed, job opportunities, and income. Ocania Chalk, *Occupational Outlook Quarterly*, Spring 1974, pp. 28-31.

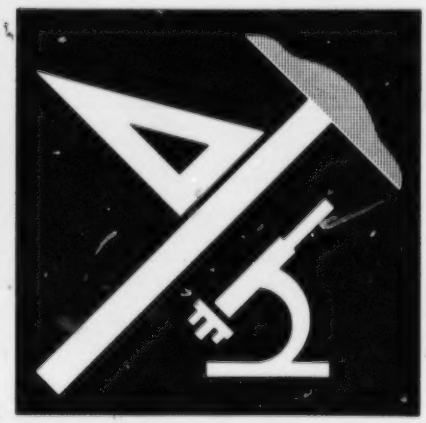
Professional Golfers: At the Club and on the Tour describes the work of pros, the skills they need, earnings, and job prospects. Charles A. Byrne, III, *Occupational Outlook Quarterly*, Spring 1979, pp. 10-13.

The Drive to Win, Careers in Professional Sports describes, for baseball, football, basketball, and ice hockey, how people make their way to professional teams and the competition they face, training and playing seasons, working conditions, earnings, and the kinds of jobs in the sport players have after their playing days end. Harold Blitz, *Occupational Outlook Quarterly*, Summer 1973, pp. 2-16.

Career Exploration in Hospitality and Recreation contains five units, each with a teacher's guide and student materials. Beginning units focus on the development of career decisionmaking skills in the context of hospitality and recreation occupations. Later units provide information on jobs in the field. U.S. Department of Health, Education and Welfare, Office of Education, Bureau of Occupational and Adult Education, 1976. 219 pp. Available from ERIC.

Recreation Workers Who Organize Activities For Older People describes nature of the work, entry requirements, and employment outlook. U.S. Department of Labor, Bureau of Labor Statistics, 1979. 25 pp. Based on research originally presented in *Occupational Outlook Quarterly*, Fall 1976, pp. 49-53.

Tour Escorting—Glamour or Hard Work describes the work of escorts, personal qualities needed for success, income, and the chances of finding a job. Charlotte Richmond, *Occupational Outlook Quarterly*, Fall 1971, pp. 9-15.



Science and engineering

(Also see Agriculture; Environment, natural resources, and related occupations; and Health.)

A Soil Science Career for You in the SCS describes the work of soil scientists in the Soil Conservation Service, opportunities for professional development, and application procedures. U.S. Department of Agriculture, Soil Conservation Service Miscellaneous Publication No. 716, revised December 1975. 8 pp. GPO Stock No. 001-000-03496-1. $.35.

An Engineering Career for You in the Soil Conservation Service describes the Service and the work of its engineers, U.S. Department of Agriculture, Soil Conservation Service Miscellaneous Publication No. 715, May 1975. 12 pp.

An Invitation to Involvement: Engineering Career Opportunities in the U.S. Public Health Service describes the mission of the Service, the job duties of its engineers, entry requirements, and application procedures. U.S. Department of Health, Education, and Welfare, Public Health Service. 1979. 36 pp. GPO Stock No. 017-041-00114-9. $.65.

Aerospace Bibliography (Sixth Edition) lists books, periodicals, and other educational materials related to space flight, space science, and career opportunities in the space program, coded by reading level. National Aeronautics and Space Administration. January 1972. 116 pp. GPO Stock No. 033-000-00460-5. $1.40.

Careers for Engineers, Mathematicians, Computer Scientists at the National Security Agency discusses the mission of the agency, the work of its employees, opportunities for professional development, and pay and benefits. 17 pp. National Security Agency.

Careers: Electric/Telephone Engineering describes the Rural Electrification Administration and the work of its engineers, opportunities for professional development and travel, and application procedures. U.S. Department of Agriculture, Rural Electrification Administration. April 1977. 16 pp.

Careers in Aerospace is a series of 3-page pamphlets describing nature of the work and entry requirements for aerospace engineer, aerospace engineering technician, astronomer, geologist, meteorologist, and test and research engineer. National Aeronautics and Space Administration. 1979.

Careers in the Aerospace Industry is a general introduction to jobs in the industry. Federal Aviation Administration. 1975. 4 pp. Reprinted by permission of *Aerospace*.

Careers in Aerospace and Related Fields: A Listing of Information Sources lists more than 150 occupational and educational publications on aerospace and aviation, engineering, industry, sciences, government, and business, and provides sources of further information. National Aeronautics and Space Administration. 1976. 4 pp.

Chemist, A Career with FDA describes nature of the work in the Food and Drug Administration, opportunities for professional development, entry requirements, location of jobs, and application procedures. U.S. Department of Health, Education, and Welfare, Food and Drug Administration. HEW Publication No. (FDA) 77-1023, 1977. 5 pp.

Consumer Safety Officer, A Career with FDA describes nature of the work in the Food and Drug Adminsitration, opportunities for professional development, entry requirements, location of jobs, and application procedures. U.S. Department of Health, Education, and Welfare, Food and Drug Administration. HEW Publication No. (FDA) 77-1022, 1977. 5 pp.

Engineering, Physical and Mathematical Sciences and Related Professions, Opportunities in the Federal Government describes entry requirements for grades GS-5 through GS-15 and application procedures. It also contains a section on jobs with the National Aeronautics and Space Administration. U.S. Office of Personnel Management Announcement No. 424, January 1979. 13 pp.

Engineering Careers in the Bureau of Reclamation describes the Bureau and the work of its engineers in planning and design, construction, research, operation and maintenance, and foreign activities. U.S. Department of the Interior, Bureau of Reclamation. 1976. 25 pp.

Engineers and Scientists, Civilian Career Opportunities with Navy describes the work of the Navy's civilian engineers and physical scientists and the location of jobs. Department of the Navy, Navy Civilian Personnel Command. 16 pp.

Federal Forecast for Engineers is a nationwide compendium of Federal Government employment prospects for professional engineers by engineering specialty, Federal agency, and geographic area. U.S. Office of Personnel Management BRE-69. 12 pp.

Life Sciences, Opportunities in the Federal Government (GS-5 through GS-12) describes the work in 25 professional positions including agricultural management, agronomy, fishery biology, horticulture, husbandry, and soil conservation, and entry requirements and application procedures. U.S. Office of Personnel Management Announcement No. 421, revised August 1978. 12 pp.

Marine Career Series: Marine Related Occupations, A Primer for High School Students describes scientific, engineering, technician, and management jobs related to oceans and other waterways, boating, fishing, and shipping. Lists sources of additional information. U.S. Department of Commerce, National Oceanographic and Atmospheric Administration, Office of Sea Grant. January 1977. 17 pp. Single copies available free from Marine Advisory Service, Publications Unit, University of Rhode Island, Narragansett, R.I. 02822.

Math and Your Career, one of a series of 11 leaflets, discusses the types of jobs in which skills in mathematics are valuable. U.S. Department of Labor, Bureau of Labor Statistics. 1978. 4 pp.

Microbiologist, A Career with FDA describes nature of the work in the Food and Drug Administration, opportunities for professional development, entry requirement, location of jobs, and application procedures. U.S. Department of Health, Education, and Welfare, Food and Drug Administration. 1977. 5 pp.

NOAA Careers and Challenges describes work in various technical occupations with the National Oceanographic and Atmospheric Administration and provides information on application procedures. U.S. Department of Commerce, National Oceanographic and Atmospheric Administration. Revised December 1978. 25 pp.

Opportunities with FCC describes the Federal Communications Commission, the work of its electronics engineers, and application procedures. Federal Communications Commission. 5 pp.

Professional Energy Careers briefly describes 20 occupations related to energy, including nature of the work, education requirements for entry, and sources of more information. U.S. Department of Energy. 1979. 45 pp.

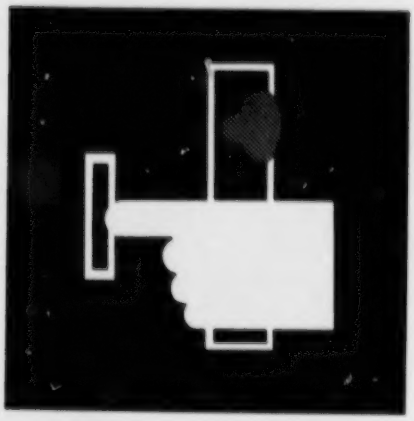
Road to Your Success, Opportunities for Young Engineers in the Federal Highway Administration provides information for engineering students interested in careers in highway and highway-bridge engineering. U.S. Department of Transportation, Federal Highway Administration. GPO Stock No. 050-001-00092. $1.20.

Science and Your Career, one of a series of 11 leaflets, discusses the types of jobs in which a knowledge of science is required. U.S. Department of Labor, Bureau of Labor Statistics. 1978. 4 pp.

Shaping Ships: Naval Architects describes the nature of their work and the education needed to enter the field. Philip King, *Occupational Outlook Quarterly*, Summer 1979, pp. 9.

The Compleat Electronic Engineer describes the mission of the Naval Electronic Systems Command and the work of its engineers. Department of the Navy, Naval Electronic Systems Command. 34 pp.

Your Future in Aerospace Engineering and Management describes the Naval Air Systems Command, the work of its engineers and scientists, and opportunities for professional development. Department of the Navy, Naval Air Systems Command. 24 pp.



Social work

Social Worker, Opportunities in the Federal Government discusses nature of the work and location of positions, entry requirements for grades GS–9 through GS–12, and application procedures. U.S. Office of Personnel Management Announcement No. 426, May 1979. 4 pp.

Social Workers Who Help Older People describes nature of the work, entry requirements, employment outlook, and earnings in the field. U.S. Department of Labor, Bureau of Labor Statistics. 1979. 27 pp. Based on research originally presented in *Occupational Outlook Quarterly*, Fall 1976, pp. 45–49.

The Social Worker in the VA describes the Social Work Service of the Veterans Administration, the job duties, opportunities for professional development, entry requirements, application procedures, and location of jobs. Veterans Administration. VA Pamphlet IB 10–10, June 1976. 11 pp.

Transportation

A Civilian Caeer in the Coast Guard describes the mission of the Coast Guard and its job opportunities in accounting, data processing, and management. U.S. Department of Transportation, U.S. Coast Guard. 1973. 5 pp.

Career Opportunities describes career fields within the Interstate Commerce Commission—attorney, accountant, transportation analyst, economist, statistician, secretary, and typist. Interstate Commerce Commission. 16 pp.

Exploring Careers in Transportation: A Guide for Teachers discusses four occupational clusters: (1) land transportation, (2) water transportation, (3) air and space transportation, and (4) conveyance transportation. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Occupational and Adult Education. 253 pp. Available from ERIC.

Air Traffic Controllers: Opportunities in the Federal Government describes the work of controllers and the training they receive, application procedures, and entry requirements (including sample questions of the type used on the written test required of applicants). U.S. Office of Personnel Management Announcement No. 418, May 1975. 8 pp.

Aviation Careers Series consists of eight free pamphlets which provide information on nature of the work, working conditions, advancement opportunities, and entry requirements for occupations in eight areas of aviation. U.S. Department of Transportation, Federal Aviation Administration. 1976.

Career Pilots and Flight Engineers. GA-300-122.
Aviation Maintenance. GA-300-123.
Airport Careers. GA-300-124.
Aircraft Manufacturing Occupations. GA-300-125.
Airline Careers. GA-300-126.
Flight Attendants. GA-300-127.
Government Careers. GA-300-128.
Agricultural Aviation. GA-300-129.

Careers for Economists and Transportation Industry Analysts: Civil Aeronautics Board describes the Board, the work of its economists and analysts, entry requirements, and hiring and application procedures. Civil Aeronautics Board. 1972. 10 pp.

List of FAA Aviation Education Materials contains materials on airplanes, airports, and air traffic control for elementary and secondary school students. Also lists publications describing aviation careers. U.S. Department of Transportation, Federal Aviation Administration. 1978. 6 pp.

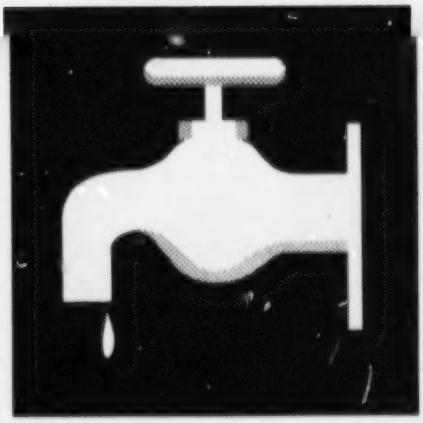
Information Concerning Employment and Training Opportunities in the U.S. Merchant Marine discusses earnings on U.S. merchant vessels and documents required for employment and lists training institutions and sources of information. U.S. Department of Commerce, Maritime Administration. 1976. 9 pp.

Career Opportunities in the Trucking Industry describes the job duties; education, training, and experience usually required for employment; and worker traits needed for 18 trucking occupations. Has glossary of trucking jargon and bibliography. U.S. Department of Labor, Employment and Training Administration. 1978. 80 pp. GPO Stock No. 029–000–00306–8. $2.50.

Railroad Safety Inspector GS–9, 11, and 12, Nationwide Opportunities in the Federal Government describes the work of inspectors in five specializations: Signals and train controls; track; motive power and equipment; hazardous materials; and operating practices. Also gives entry requirements and application procedures. U.S. Office of Personnel Management Announcement PH–6–02, March 1976. 4 pp.

Road to Your Success, Opportunities for Young Engineers in the Federal Highway Administration provides information for engineering students interested in careers in highway and highway-bridge engineering. U.S. Department of Transportation, Federal Highway Administration. 1975. 28 pp. GPO Stock No. 050–001–00092. $1.20.

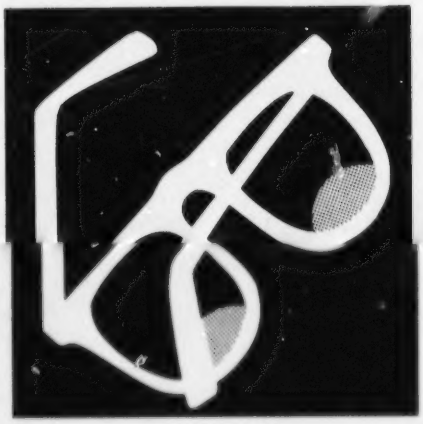
Women in Non-traditional Aviation and Space Careers: An Overview describes the accomplishments of women in aerospace careers. U.S. Department of Transportation, Federal Aviation Administration. GA-300-140. March 1979. 8 pp. GPO Stock No. 050-007-00473-7. $1.00.



Utilities

Career Opportunities in the Electric Power and Gas Utilities Industries presents overviews of the two industries and describes nature of the work, education, training, experience, and worker traits needed for entry for 61 occupations. Also contains a glossary and a list of publications about the industries. U.S. Department of Labor, Employment and Training Administration. 1978. 136 pp. GPO Stock No. 029-000-00341-6. $3.25.

Career Opportunities in the Telephone and Telegraph Industries describes organization of the industries, hiring policies, hours of work, pay, and promotion opportunities. Discusses education, training, and experience needed for employment in 24 occupations. Has a short bibliography and a glossary of telephone industry terminology. U.S. Department of Labor, Employment and Training Administration. 1977. 68 pp. GPO Stock No. 029-000-00294-1. $2.30.



Working with older people

Working with Older People is a 27-page pamphlet which provides brief descriptions, including educational requirements, of nine occupations in the field of aging. It also lists sources of more information and State agencies on aging. Nine other pamphlets (see below) each devoted to a single occupation, provide more detail on nature of the work, entry requirements, employment outlook, and earnings. Each is based on research which was originally presented in the *Occupational Outlook Quarterly*. They were prepared by the Bureau of Labor Statistics for the Administration on Aging of the Department of Health, Education, and Welfare. They are available from the Bureau of Labor Statistics and from State agencies on aging.

Architects Who Design Buildings for Older People. 1979. 21 pp. Also see *Occupational Outlook Quarterly*, Spring 1978, pp. 44-47.

Librarians Who Serve Older People. 1979. 25 pp. Also see *Occupational Outlook Quarterly*, Spring 1978. pp. 48-52.

Nurses Who Work With Older People. 1979. 28 pp. Also see *Occupational Outlook Quarterly*, Summer 1979, pp. 18-23.

Nursing Home Administrators Who Care for Older People. 1979. 21 pp. Also see *Occupational Outlook Quarterly*, Fall 1976, pp. 34-37.

Occupational Therapists Who Help Older People. 1979. 17 pp. Also see *Occupational Outlook Quarterly*, Winter, 1976, pp. 13-17.

Physical Therapists Who Help Older People. 1979. 21 pp. Also see *Occupational Outlook Quarterly*, Winter 1976, pp. 13-17.

Psychologists Who Work With Older People 1979. 21 pp. Also see *Occupational Outlook Quarterly*, Spring 1978, pp. 14-17.

Recreation Workers Who Organize Activities for Older People. 1979. 25 pp. Also see *Occupational Outlook Quarterly*, Fall 1976, pp. 49-53.

Social Workers Who Help Older People. 1979. 27 pp. Also see *Occupational Outlook Quarterly*, Fall 1976, pp. 45-49.

Working with Older People. The entire issue of the *Occupational Outlook Quarterly*, Fall 1976, is devoted to working with the elderly. It contains an overview of the field, as well as articles on individual occupations listed above.

Nutritionists Who Work With Older People discusses nature of the work, entry requirements, earnings, and sources of more information. Jon Q. Sargent, *Occupational Outlook Quarterly*, Spring 1979, pp. 14-17.

Tomorrow's Jobs Are Coming of Age describes jobs providing services to the elderly. Anne B. Cadman and Gloria Stevenson, *Worklife*. March 1977, p. 8-13.

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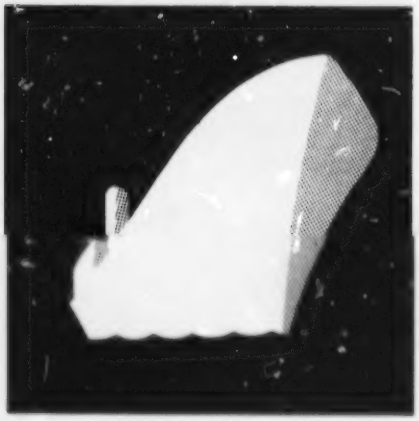
Chapter II

Special categories of work

Overseas jobs
Part-time and temporary jobs
Self-employment
Summer jobs



Overseas jobs

American Students and Teachers Abroad, Sources of Information about Overseas Study, Teaching, Work, and Travel. Revised Edition. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Postsecondary Education. DHEW Publication No. (OE) 77-19003, reprinted April 1977. 66 pp. GPO Stock No. 017-080-01377-1. $.90.

Careers in the Exciting Field of International Agriculture with the Foreign Agricultural Service describes the Service and the work of its agricultural marketing specialists, public administrators, and international secretaries; discusses opportunities for professional development, entry requirements, and application procedures. U.S. Department of Agriculture, Foreign Agricultural Service. 1976. 12 pp.

Employment Fact Sheet describes the mission of the Agency for International Development, entry requirements, and application procedures. U.S. Department of State, Agency for International Development. June 1978. 8 pp.

Employment With the International Organizations is a fact sheet describing employment opportunities in international organizations, such as the United Nations, the World Bank, and the Organization of American States, and the skills and educational background needed. U.S. Department of State. October 1977. 9 pp.

Examination for Foreign Service Officer Careers discusses career development and promotion opportunities, entry requirements, and application procedures and provides a list of examination locations. Also discusses the written examination, including sample test questions, and other techniques used to evaluate candidates. U.S. Department of State, Board of Examiners for the Foreign Service. Issued annually.

Foreign Service of the United States of America Affirmative Action Program for Junior Foreign Service Reserve Officer Candidates describes job opportunities in the Foreign Service, eligibility, and application procedures. U.S. Department of State, Board of Examiners for the Foreign Service. February 1979. 7 pp.

Foreign Service of the United States Mid-Level Hiring of Women and Minority Group Members describes job opportunities, eligibility, and application procedures. U.S. Department of State, Office of Recruitment, Examination, and Employment. April 1979. 7 pp.

Federal Jobs Overseas lists agencies employing overseas personnel, the kinds of positions they may be recruiting for and addresses for employment inquiries, along with general information on entry requirements and tours of duty. U.S. Office of Personnel Management BRE-18, April 1979. 14 pp.

Opportunities Overseas, Agriculturalists describes jobs with the Agency for International Development in the field of agriculture, the entry requirements, and application procedures. U.S. Department of State, Agency for International Development. August 1977. 1 p.

Opportunities Overseas, International Development Intern Program describes a two-year career program leading to positions of increasing responsibility in professional and managerial jobs in the Agency for International Development, the entry requirements, the training provided, and application procedures. U.S. Department of State, Agency for International Development. January 1979. 2 pp.

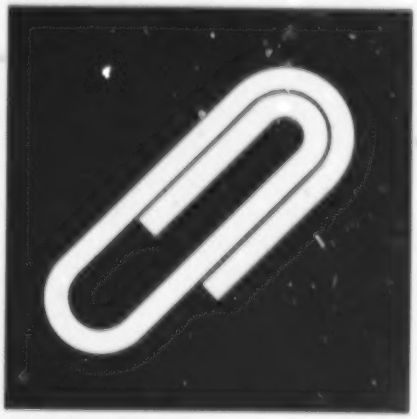
Opportunities Overseas, Secretaries—Africa/Middle East Asia/Latin-America describes opportunities with the Agency for International Development, entry requirements, orientation and training provided, and application procedures. U.S. Department of State, Agency for International Development. August 1978. 1 pp.

Peace Corps, An Action Program describes the work of Peace Corps volunteers, the kinds of skills needed, and countries where they are needed. ACTION/Peace Corps. Action Pamphlet 4200.12, 1977. 20 pp.

Peace Corps: An Ideal Endures describes the work of the Peace Corps, the qualifications needed by volunteers, and the training they receive. G. Ricardo Campbell, *Occupational Outlook Quarterly*, Winter 1975, pp. 2-9.

Peace Corps: The Toughest Job You'll Ever Love describes Peace Corps programs and the work of Peace Corps volunteers. ACTION/Peace Corps. 12 pp.

Work Abroad describes the kind of work and the earnings and working conditions people can expect, and lists publications and organizations which can provide information or assistance in locating a job. Marjorie Adoff Cohen and Margaret E. Sherman, *Occupational Outlook Quarterly*, Winter 1978, pp. 26-31. This article is based on material in the Whole World Handbook: A Student Guide to Work, Study, and Travel Abroad. 1978-79 Edition, published by the Council on International Educational Exchange and the Frommen/Pasmantier Publishing Corporation.



Part-time and temporary jobs

Hopping in Hamburger Heaven describes part-time employment opportunities for high school and college students in fast-food resturants. John Franklin, *Occupational Outlook Quarterly*, Spring 1975, pp. 19-21.

Should You Be a Notary Public? describes job duties, entry qualifications, and earnings in this part-time occupation. *Occupational Outlook Quarterly*, Spring 1974, pp. 25-27.

Back to Work—as "Temporaries" describes job opportunities as temporary workers. Roberta Wyper, *Worklife*, April 1977, pp. 24-26.

Is Temporary Work for You? describes how temporary help contractors operate,

the kinds of jobs they offer, and the people who are attracted to temporary work. Shirley Rudney, *Occupational Outlook Quarterly*, Winter 1978, pp. 12–14.

Self-employment

Checklist for Going Into Business provides tips on assessing your ability to start a business and how to get started. U.S. Small Business Administration Small Marketers Aid 71, 1978. 12 pp. It is reprinted in the Winter 1979 issue of *Occupational Outlook Quarterly*. The SBA also publishes a number of other free pamphlets which provide assistance in detailed aspects of operating a business.

Working for Yourself . . . What's It Like? describes the typical workday of a self-employed retailer, the advantages and disadvantages of being your own boss, likely earnings, personal traits needed for success, and the need for capital to get started. Gloria Stevenson, *Occupational Outlook Quarterly*, Spring 1973, pp. 20–30.

Summer jobs

A Unique Opportunity: The Federal Summer Intern Program describes the program established to involve talented student leaders in operations of the Federal Government. Indicates selection procedures and salaries for students who intend to return to school in the fall. U.S. Office of Personnel Management BRE–47, 1977. 5 pp.

Summer Jobs: Opportunities in the Federal Government contains information on summer employment for clerical jobs in grades GS–1 through GS–4 and for specialized positions in grades GS–5 and above requiring a bachelor's degree or equivalent experience. Provides information on trades and labor jobs and special summer employment programs. Lists Office of Personnel Management area offices and agency addresses. U.S. Office of Personnel Management Announcement No. 414, April 1979. 28 pp. Revised annually.

Summer Jobs for Students provides suggestions on where to find a summer job, writing a resume, and interviewing. Donald Dillon, *Occupational Outlook Quarterly*, Winter 1972, pp. 16–19.

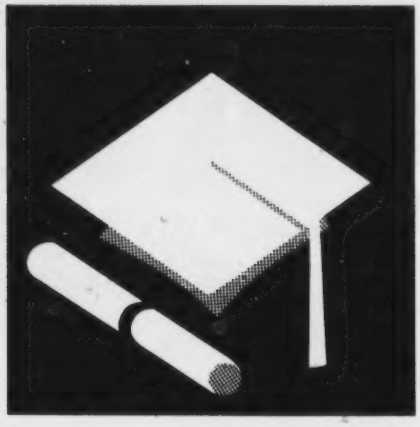
Thoughts Turn To Summer Jobs describes the programs under the Comprehensive Employment and Training Act (CETA) to provide part-time jobs for 9 weeks for 1 million disadvantaged youth. Michael J. Walker, *Worklife*, April 1978, pp. 27–31.

Tips on How to Find A Summer Job has some suggestions on how to improve your chances of finding a summer job. *Occupational Outlook Quarterly*, Winter 1978, pp. 32–33.

Chapter III

Special groups in the labor force

College graduates
Ex-offenders
Farm workers
Handicapped workers
Minorities
Older workers
Veterans
Women
Young workers



College graduates

(Also see Federal employment-College graduates.)

1976 Survey of 1974–75 College Graduates presents data on bachelor's and master's degree recipients, covering topics such as unemployment, underemployment, sex and racial differences in employment status, and teacher supply and demand. U.S. Department of Health, Education, and Welfare, National Center for Education Statistics. NCES 78–123, 1978. 19 pp.

College Education on the Job: The Graduate's Viewpoint presents findings of a national study of college graduates (who entered college in 1961 and had been working full time for up to 10 years) to determine the utilization and value of higher education in employment. Focuses on utilization of knowledge obtained in undergraduate study, and includes graduates' views on the ways in which their college education contributed to their long-run development. Ann Stouffer Bisconti and Lewis C. Solmon, U.S. Department of Health, Education, and Welfare, National Institute of Education. 1977. 53 pp.

College Graduates—Their Work Experiences Following Commencement discusses a survey of 1972 college graduates—the kinds of jobs they found, their job search methods, and those who were unemployed. Anne M. Young, *Occupational Outlook Quarterly*, Summer 1975, pp. 35–36.

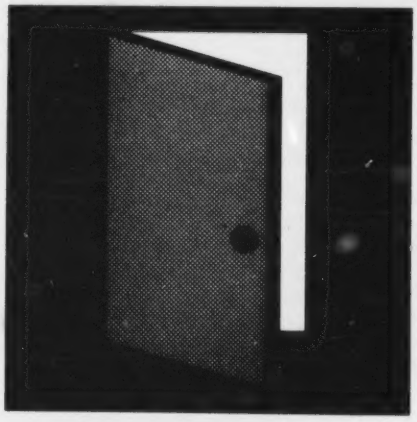
Higher Education and Good Jobs discusses the results of a survey of persons who entered college in 1961. The questions dealt with what benefits are derived from college education and what college graduates seek from their work. Lewis C. Solmon, *Occupational Outlook Quarterly*, Fall 1977, pp. 34–39. Reprinted from *National Review*, October 15, 1976.

Occupational Outlook for College Graduates, 1980–81 Edition describes the outlook for college graduates in general and contains information on more than 100 occupations for which a college degree is required or useful. U.S. Department of Labor, Bureau of Labor Statistics. Bulletin 2076.

Payoffs and Payments: The Economics of a College Education discusses the complicated process of determining the monetary returns to a college degree. Neale Baxter, *Occupational Outlook Quarterly*, Summer 1977. pp. 28–23.

The Jam At the Bottom of the Funnel: The Outlook for College Graduates discusses the supply-demand situation for college graduates during the early and mid-1970s and what it is likely to be through 1985. Daniel E. Hecker, *Occupational Outlook Quarterly*, Spring 1978, pp. 36–39.

The Job Outlook for College Graduates Through 1990 offers an analysis of current supply-demand trends and an indication of what will happen if those trends continue. Janet L. Norwood, *Occupational Outlook Quarterly*, Winter 1979, pp. 2–7.



Ex-offenders

Employment Needs of Women Offenders: A Program Design has three parts. The first is a report, "Focus on the Employment Needs of Women Offenders." The second discusses how an organization can carry out a program for women offenders. The final section contains samples of relevant materials and a resource directory. U.S. Department of Labor, Women's Bureau. Pamphlet 13, 1977. 63 pp.

Women Offenders: Must We Bar Them From Employment? describes a program for women offenders initiated in 1975 by the Women's Bureau. It explains what the program does, how it works, and how others may become involved. U.S. Department of Labor, Women's Bureau. Leaflet 57, 1977.

Twists on the Way to Going Straight presents case studies which offer clues to what prime sponsors can expect in assisting ex-offenders under CETA. Gloria Stevenson, *Worklife*, May 1978, pp. 28–31.

Toppling Job Barriers for Offenders describes the employment problems of offenders and ways to help them. Ian McNett, *Worklife*, May 1978, pp. 24–27.

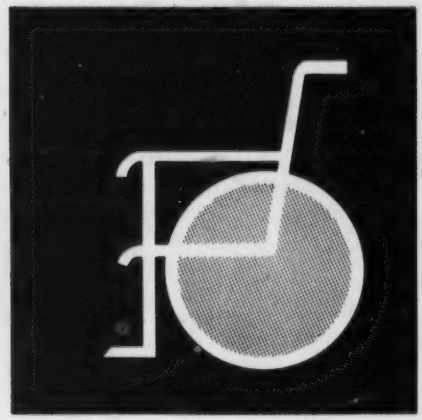
Farm workers

Farm Workers and the Fair Labor Standards Act contains general information on provisions of the act regarding wages, age limits for minors, recordkeeping by employers, enforcement, and who is covered by the act. U.S. Department of Labor, Employment Standards Administration. WH Publication 1161, revised 1975. 4 pp.

Guide to Farm Jobs, Eastern Seaboard States provides a map of crop areas and indicates the seasonal work periods for each crop and the U.S. Employment Service offices to contact for more information. U.S. Department of Labor, Employment and Training Administration. October 1978.

Migrant and Seasonal Farmworker Program, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the program works, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL—10 (ETA-6), November 1978. 1 p. A compilation of all 22 fact sheets is titled **Employment and Training Highlights.**

Migrant and Seasonal Farmworker Programs presents charts and statistical data, including income and life expectancy of migrant farmworkers. Briefly describes programs aimed at improving living conditions for these workers through on-the-job and classroom training and services such as health and medical care. U.S. Department of Labor, Employment and Training Administration. 1978. 36 pp.



Handicapped workers

A Bright Future, Your Guide To Work is a booklet for people who have had mental or emotional illnesses. It covers how to assess your abilities, where you can turn for help, how to look for a job, what you should do in a job interview, and what to do once on the job. Also lists State sources of assistance. The Mental Health Association and The President's Committee on Employment of the Handicapped. 1977. 29 pp.

A Handbook on the Legal Rights of Handicapped People is a summary of Federal, District of Columbia, Maryland, and Virginia laws designed to aid handicapped citizens. Intended to serve as a model for the development of similar regional handbooks around the country. The President's Committee on Employment of the Handicapped. 1977. 103 pp. GPO Stock No. 040-000-00355-0. $1.80.

Able-Disabled Battling Against Barriers describes the "Able-Disabled Advocacy" model program in San Diego, offering work experience, counseling, and placement services to the disabled. Shirley Boes Neill, *Worklife*, October 1978, pp. 8–11.

About Jobs and Mentally Retarded People covers evaluation of the skills of mentally retarded people, ways they can prepare for work, vocational rehabilitation, job hunting, and potential employers. Lists State sources of assistance. The President's Committee on Employment of the Handicapped and the National Association for Retarded Citizens. 1978. 35 pp.

Affirmative Action for Disabled People—A Pocket Guide is a explanation of sections 503 and 504 of the Rehabilitation Act of 1973 and the Vietnam Era Veteran's Readjustment Assistance Act of 1974. Tells who is a veteran, what employers have to do for veterans, how and where to look for a job, and how to file a complaint. The President's Committee on Employment of the Handicapped. 1974. 11 pp.

Disabled Veterans on the Job Front describes the Disabled Veterans Outreach Program to locate and help find jobs for unemployed disabled veterans. Michael J. Walker, *Worklife*, November 1978, pp. 28–31.

Guide to Job Placement of Mentally Restored People presents the facts about mentally restored workers for those helping them find jobs and for prospective employers. The President's Committee on Employment of the Handicapped. 1974. 47 pp.

Guide to Job Placement of Mentally Retarded Workers presents facts about mentally retarded workers for those helping them find jobs and for prospective employers. The President's Committee on Employment of the Handicapped in cooperation with The National Association for Retarded Citizens and the U.S. Employment Service of the U.S. Department of Labor. 20 pp.

High Marks for the "Hardest to Employ" describes the CETA-funded on-the-job training program for retarded persons of the National Association for Retarded Citizens. Neal Barnett, *Worklife*, October 1978, pp. 16–19.

How DOL Helps Handicapped Workers describes a number of programs of the U.S. Department of Labor. Emily Wadlow, *Worklife*, May 1977, pp. 7–12.

How to Get a Job provides guidance to mentally retarded jobseekers on assessing their skills, finding sources of assistance in finding a job, applying for a job, and dealing with supervisors. It also contains a list of 100 jobs in which retarded individuals may function well. The President's Committee on Employment of the Handicapped. 1977. 29 pp. A 13-page Teachers Manual also is available.

Interviewing Guides for Specific Disabilities were developed for the U.S. Employment Service to acquaint the counselor or interviewer with the nature of the disability and to assist in understanding the medical terminology associated with it. They are useful in helping to determine an applicant's employment capabilities. Guides include:

- **Alcoholism.** 1969. 9 pp. GPO Stock No. 029-000-00353-0. $1.
- **Arthritis and Other Rheumatic Diseases.** 1979. 18 pp. GPO Stock No. 029-000-00355-6. $1.
- **Cerebral Palsy.** 1978. 23 pp. GPO Stock No. 029-000-00301-7. $1.
- **Epilepsy.** Reprinted 1976. 8 pp.
- **Hearing Impairments.** Reprinted 1975. 17 pp. GPO Stock No. 029-000-00248-7. $.90.
- **Legal Blindness and Blindness.** Reprinted 1976. 17 pp.
- **Mentally Restored.** Reprinted 1977. 16 pp.
- **Mental Retardation.** 1976. 8 pp.
- **Orthopedic Disabilities.** 1979. 17 pp. GPO Stock No. 029-000-00353-0. $1.
- **Respiratory Impairments.** 1977. 22 pp. GPO Stock No. 029-000-00289-4. $1.
- **Visual Impairments.** 1978. 14 pp. GPO Stock No. 029-000-00332-7. $.90.

Pocket Guide to Federal Help for the Disabled Person describes the principal government services for which handicapped people may be eligible, including those related to education and employment. U.S. Department of Health, Education, and Welfare, Office of Information and Resources for the Handicapped. July 1979. 24 pp. GPO Stock No. 017-000-00216-3. $1.

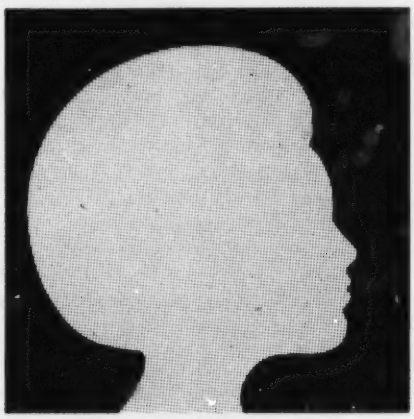
Preparing for Work is a checklist to assess the readiness of mentally retarded people for work. It can be used by teachers, counselors, work-study specialists, families of mentally retarded people, and mentally retarded people themselves. The President's Committee on Employment of the Handicapped, 1978. 17 pp.

Program for the Handicapped, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the program works, who are served, how to apply, and where to get more information. Consumer Information Leaflet No. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-7 (ETA-3), May 1978. 1 p. A compilation of all 22 fact

sheets is titled **Employment and Training Highlights.**

TAPS Would Sound the End of Epilepsy Bias describes the Training and Placement Services Project (TAPS) of the Epilepsy Foundation of America to place people with epilepsy in jobs and dispel employer prejudice against them. Janet K. Asher, *Worklife*, October 1978, pp. 12–14.

The Blind on the Go and at Work describes how blind people use their senses of taste, smell, and hearing in various employment situations. U.S. Department of Health, Education, and Welfare, Rehabilitation Services Administration. DHEW Publication No. (SRS) 73-25501, 1973. 14 pp.



Minorities

Counseling Black Teenage Girls explores some of the reasons why black teenage girls have higher unemployment rates than any other group in the labor force and describes steps school counselors may take to improve the situation. Gloria Stevenson, *Occupational Outlook Quarterly*, Summer 1975, pp. 2–13.

Counseling the American Indian examines the relationships between counseling and the Indian heritage and describes some special programs designed to aid Indians. Mary Ellen Ayres, *Occupational Outlook Quarterly*, Spring 1977, pp. 22–29.

Counseling Hispanic Americans describes the Hispanic community and programs to help Hispanic Americans obtain education and jobs. Mary Ellen Ayres, *Occupational Outlook Quarterly*, Summer 1979, pp. 2–8.

Directory for Reaching Minority and Women's Groups contains names, addresses, and telephone numbers of approximately 5,000 government agencies and community action, ethnic service, civil rights, human resources, educational, business, and media organizations that may be helpful to those involved in equal employment or civil rights work. U.S. Department of Labor, Bureau of Apprenticeship and Training. 1979. 300 pp. GPO Stock No. 029-000-00357-2. $4.50.

Career Education and Minorities. U.S. Department of Health, Education, and Welfare, 1977. 94 pp. GPO Stock No. 017-080-01733-4. $2.75.

Discover the World of Work, a 36-volume set written in both English and Spanish, is designed to introduce basic career education to Spanish-speaking migrant students, grades K–6. The material covers 12 careers: Fruit grower, cattle rancher, auto mechanic, telephone operator, appliance repairer, shipping and receiving clerk, butcher, bank teller, sales clerk, beautician, school nurse, and police officer. Each career is presented at three levels: Level A for the nonreading student who will work with a teacher, parent, or both; Level B for the student of limited reading ability; and Level C for the student who can read in either language but who may require reinforcement in the other language. U.S. Department of Health, Education, and Welfare. 1976. (Out of print.)

Indian Program, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the program works, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-13 (ETA-9), November 1978. 1 p. A compilation of all 22 fact sheets is titled **Employment and Training Highlights.**

Minority Women, Professional Work describes the Minority Women's Employment Program (MWEP), designed to place underutilized college-educated minority women in managerial, professional, and technical jobs for which they qualify. Robert Glover, Alexis Herman, and Allan King. 5 pp. U.S. Department of Labor, Women's Bureau. Reproduced from *Manpower*, July 1975. Available from U.S. Department of Labor, Women's Bureau.

Minority Women Workers: A Statistical Overview presents statistics on minority women workers, covering topics such as labor force participation, unemployment rates, women heads of families, education, employment status of high school dropouts, and earnings. U.S. Department of Labor, Women's Bureau. Revised 1977. 14 pp. GPO Stock No. 029-016-00050-0. $1.

Native American Career Education: A Curriculum Guide, intended for teachers, counselors, and others involved in the Native American Career Education program. The guide serves as a resource for junior high schools, covering topics such as career education as a discipline in American education, traditional Indian teaching methods, and implementation of strategies discussed. Each of 12 units available separately. U.S. Department of Health, Education, and Welfare, Office of Education. 1977. 113 pp.

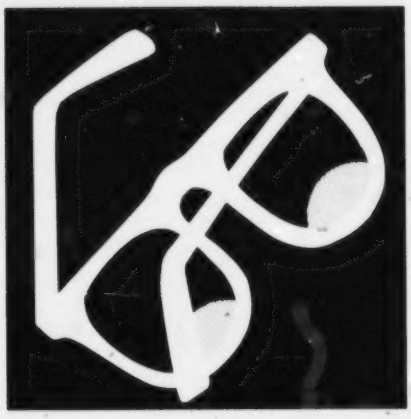
Selected List of Postsecondary Education Opportunities for Minorities and Women lists sources of information on educational opportunities and financial aid. Programs and financial aid not limited to women and minorities also are listed. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Higher and Continuing Education, 1979. 100 pp. GPO Stock No. 017-080-02040-8. $3.75.

Women and Minorities in Science and Engineering uses statistical data to illuminate the role of women and minorities in science and engineering. National Science Foundation. NSF 77–304, 1977. 24 pp. GPO Stock No. 038–000–00307–1. $.75.

Workers of Spanish Origin: A Chartbook includes information on Hispanic labor force participation, employment and unemployment, work experience, earnings, and poverty. Many charts show characteristics by age, sex, family status, and years of school completed. U.S. Department of Labor, Bureau of Labor Statistics. Bulletin 1970. 1978. 75 pp. GPO Stock No. 029-001-02134-8. $2.40. Spanish edition, Bulletin 1971. GPO Stock No. 029–001–02135–6. $2.40.

You Can Help Them is a guide for teachers, guidance counselors, social service workers, and others describing the Job Corps and what it can do for disadvantaged young men and women. U.S. Department of Labor, Job Corps. 1971. 10 pp.

Youth Build A Future in the Barrio describes San Antonio's Youth Community Conservation and Improvement Project to train Mexican-American youth in the building trades. Marina Pisano, *Worklife*, October 1978, pp. 9–13.



Older workers

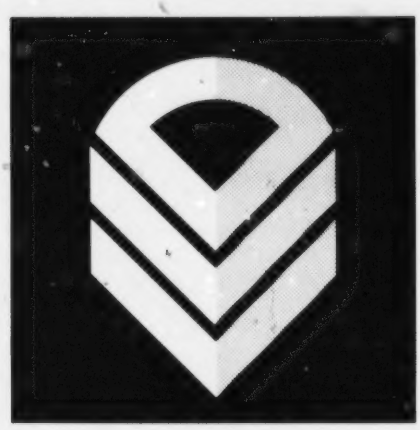
Employment Services for Older Workers, U.S. Department of Labor Highlights, one of a series of fact sheets, describes the services, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-50 (ETA-18), November 1978. 2 pp. A compilation of all 22 fact sheets is titled **Employment and Training Highlights.**

Mature Women Workers: A Profile is a statistical profile of women workers 45 years of age and older. Includes tables on employment and unemployment, education, occupational distribution, income, and living arrangements. U.S. Department of Labor, Women's Bureau. 1976. 12 pp. GPO Stock No. 029-016-00040-2. $.35.

Memo to Mature Jobseekers suggests techniques for assembling records, checking job sources, following up on leads, and making the most of interviews. U.S. Department of Labor, Employment and Training Administration. 1978. 2 pp.

Older Workers "SEE" a Better Environment describes the Senior Environmental Employment (SEE) program, which employs older workers in pollution control projects. Karen Morehouse, *Worklife*, July 1978, pp. 26-29.

Programs for Older Workers, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the programs work, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-12 (ETA-8), November 1978. 1 p. A compilation of all 22 fact sheets is titled **Employment and Training Highlights.**



Veterans

Affirmative Action to Employ Disabled Veterans and Veterans of the Vietnam Era: A Pocket Guide is an explanation of section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It tells who is a veteran, what employers have to do for veterans, how and where to look for jobs, and how to file a complaint. The President's Committee on Employment of the Handicapped. 20 pp.

D-Day for Veterans' Jobs describes a government-funded effort to provide work for unemployed veterans. Robert R. Nathan, *Worklife*, July 1977, pp. 2-7.

Disabled Veterans on the Job Front describes the Disabled Veterans Outreach Program to locate and help find jobs for unemployed disabled veterans. Michael J. Walker, *Worklife*, November 1978, pp. 28-31.

Federal Benefits for Veterans and Dependents describes the full range of benefits and services, including those for education, training, and job placement. Veterans Administration. IS-1 Fact Sheet, January 1979. GPO Stock No. 051-000-00128-1. $1.50.

Q&A With the Chairman of the (HIRE) Board discusses the Help through Industry Retraining and Employment (HIRE) program to help unemployed Vietnam-era and disabled veterans. *Worklife*, January 1978, pp. 19-21.

Veterans' Employment Programs, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the programs work, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-9 (ETA-5), November 1978. 2 pp. A compilation of all 22 fact sheets is titled **Employment and Training Highlights.**

Women

1975 Handbook on Women Workers is a 3-part handbook of facts about the status of women in the work force. Part I deals with women's economic status—their participation in the work force, occupations, earnings, and education and training. Part II centers on Federal and State laws governing women's employment and their civil and political status. Part III describes State, national, and international efforts to advance the status of women. U.S. Department of Labor, Women's Bureau. Bulletin 297, 1975. 435 pp. GPO Stock No. 029-016-00037-2. $4.70.

A Woman's Guide to Apprenticeship describes the apprenticeship system and how to become an apprentice. It discusses the status of women as skilled craft workers and the barriers to women in apprenticeship. U.S. Department of Labor, Women's Bureau. 1978. 24 pp.

A Working Woman's Guide to Her Job Rights discusses the rights of working women, including equal pay, maternity leave, overtime pay, minimum wages, child care, unemployment insurance, social security, pensions, and unions. U.S. Department of Labor, Women's Bureau. 1978. 32 pp. GPO Stock No. 029-016-00056-9. $1.60.

Career Options for Black Women develops recommendations for policies and programs to aid black women in improving their career options. Discusses employment outlook for selected occupations through the mid-1980's. U.S. Department of Health, Education, and Welfare, National Institute of Education. 1976. 372 pp.

Counseling Black Teenage Girls explores some of the reasons why black teenage girls have higher unemployment rates than any other group in the labor force and describes steps school counselors may take to improve the situation. Gloria Stevenson, *Occupational Outlook Quarterly*, Summer 1975, pp. 2-13.

Employment in Perspective: Working Women is a quarterly report which presents highlights of current data on women in the labor force. Most recent issue is the 1979 summary. U.S. Department of Labor, Bureau of Labor Statistics. Report 587, 1980. 3 pp.

Employment Needs of Women Offenders: A Program Design has three parts. The first is a report of the Women's Bureau program "Focus on Employment Needs of Women Offenders." The second discusses how an organization can carry out a program for women offenders. The final section contains samples of relevant materials and a resource directory. U.S. Department of Labor, Women's Bureau Pamphlet 13, 1977. 63 pp.

Far From the Surrey with the Fringe on Top describes the entry of Oklahoma women into jobs traditionally reserved for men, with the help of CETA. Doris Wedge, *Worklife*, January 1979, pp. 2-7.

From Homemaking to Moneymaking offers advice for homemakers entering the labor force on assessing one's skills, choosing a career, writing a resume, looking for a job, and interviewing for a position. Gail M. Martin, *Occupational Outlook Quarterly*, Winter 1978, pp. 2-10.

Minority Women, Professional Work describes the Minority Women's Employment Program (MWEP), designed to place underutilized college-educated minority women in managerial, professional, and technical jobs for which they qualify. Robert Glover, Alexis Herman, and Allan King. 5 pp. Reproduced from *Manpower*, July 1975. Available from U.S. Department of Labor, Women's Bureau.

Mature Women Workers: A Profile is a statistical profile of women workers 45 years of age and older. Includes tables on employment and unemployment, education, occupational distribution, income, and living arrangements. U.S. Department of Labor, Women's Bureau. 1976. 12 pp. GPO Stock No. 029-016-00040-2. $.35.

Minority Women Workers: A Statistical Overview presents statistics on minority women workers, covering topics such as labor force participation, unemployment rates, women heads of families, education, employment status of high school dropouts, and earnings. U.S. Department of Labor, Women's Bureau. Revised 1977. 14 pp. GPO Stock No. 029-016-00050-0. $1.

Nontraditional Vocational Educational Programs for Women, Final Report discusses ways to increase occupational opportunities for women in vocational areas that have been traditionally limited to males. Presents data and conclusions based on samples of current and former students, and the parents of student respondents. U.S. Department of Health, Education, and Welfare, Office of Education. 1977. 297 pp.

Places for Displaced Homemakers describes pilot programs to assist homemakers to prepare for and find jobs. Eric Raimy, *Worklife*, July 1977, pp. 28-32.

Publications of the Women's Bureau is a bibliography of Women's Bureau publications, including information on how to order. Department of Labor, Women's Bureau. May 1978. 4 pp.

Selected List of Postsecondary Education Opportunities for Minorities and Women lists sources of information on educational opportunities and financial aid. Programs and financial aid not limited to women and minorities are also listed. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Higher and Continuing Education, 1979. 100 pp. GPO Stock No. 017-080-02040-8. $3.75.

Stamped with Approval by the Women's Bureau describes three training programs specifically set up for women, which the Labor Department's Women's Bureau has chosen to serve as models. Judy Harkison, *Worklife*, January 1978, pp. 26-32.

State Labor Laws in Transition: From Protection to Equal Status for Women summarizes laws of special interest to women and highlights trends of the past dozen years. Covers such topics as minimum wage laws, protective laws, and fair employment practices. U.S. Department of Labor, Women's Bureau. 1976, 20 pp. GPO Stock No. 029-016-00049-5. $1.30.

The Earnings Gap Between Women and Men describes earnings differences between men and women and discusses some reasons for the gap, such as differences in occupational status, educational attainment, work experience, and overtime work. U.S. Department of Labor, Women's Bureau. Revised October 1976. 12 pp. GPO Stock No. 029-016-00046-1. $.35.

The Labor Force Patterns of Divorced and Separated Women compares the labor force characteristics of divorced and separated women with those of married women. U.S. Department of Labor, Bureau of Labor Statistics. Special Labor Force Report 198, 1977. 6 pp.

The Women's Bureau: 55 Years of Participating With Women is a pamphlet describing the Women's Bureau and its goals. U.S. Department of Labor, Women's Bureau. 1975. 1 p.

Trends in Women's Employment and Training in Selected Professions discusses women's share of employment since 1965 in professional occupations such as law, pharmacy, medicine, veterinary medicine, architecture, dentistry, engineering, and optometry. U.S. Department of Labor, Women's Bureau. February 1976. 4 pp.

Where to Find BLS Statistics on Women summarizes the types of statistics on women available from the Bureau of Labor Statistics and indicates publications in which they appear. Also describes unpublished data available. U.S. Department of Labor, Bureau of Labor Statistics. Report 530, 1978. 9 pp.

Women and Minorities in Science and Engineering is an analytical report using statistical data to illuminate the role of women and minorities in science and engineering. National Science Foundation. NSF 77-403. 1977. 24 pp. GPO Stock No. 029-016-00307-1. $.75.

Women and Work, published monthly, contains short articles on reports, statistics, new laws and government decisions, and other items relating to women in the labor force. U.S. Department of Labor, Office of Information, Publications and Reports.

Women and Work describes the increasing attachment of women to the labor force, but their continued segregation into traditionally female jobs. It is based on the results of a longitudinal survey of young women. Marc Weinstein, *Occupational Outlook Quarterly*, Summer 1979, pp. 24-26.

Women and Work reviews what has been learned about women and work, mainly, but not exclusively, from research and development projects sponsored by the Em-

ployment and Training Administration, and explores some directions that future policy on women might follow. U.S. Department of Labor, Employment and Training Administration. R&D Monograph 46. 1977 Reprint. 71 pp. GPO Stock No. 029-000-00285-1. $2.20.

Women at Work: A Counselor's Sourcebook complements current literature on the vocational counseling of women. Provides counselors with information regarding: (1) Career opportunities for women in fields traditionally dominated by men, (2) legal rights of women in the world of work, (3) counseling strategies and techniques, and (4) current social science research on working women. U.S. Department of Health, Education, and Welfare, National Institute of Education. February 1975. 377 pp.

Women at Work: Things Are Looking Up provides information for girls and women on career planning. It discusses new career opportunities opening up for women, laws affecting women, and barriers to employment. Lists reference materials. U.S. Department of Health, Education, and Welfare, National Institute of Education. DHEW Publication No. NIE-C-74-0100. 1977. 64 pp.

Women in Management, Selected Recent References is an annotated bibliography primarily of books and articles published from 1975 to 1977. Sections include development, training, and recruitment; women in business; women on boards of directors; and women in education. U.S. Department of Labor Library. February 1978. 29 pp. GPO Stock No. 029-000-00317-3. $1.40.

Women in Non-traditional Aviation and Space Careers: An Overview describes the accomplishments of women in aerospace careers. U.S. Department of Transportation, Federal Aviation Administration. GA-300-140. March 1979. 8 pp. GPO Stock No. 050-007-00473-7. $1.

Women in Nontraditional Employment lists publications, slides, and films about women in nontraditional jobs. U.S. Department of Labor, Women's Bureau. February 1978. 7 pp.

Women in the Labor Force: Some New Data Series describes historical trends in women's labor force status, their occupations, unemployment rates, earnings, and related series. U.S. Department of Labor, Bureau of Labor Statistics. Report 575. 1979. 9 pp.

Women in Traditionally Male Jobs: The Experience of Ten Public Utility Companies examines the experiences of companies sponsoring programs to move women into traditionally male jobs. It includes information obtained from the women as well as from their peers, subordinates, and supervisors and from other managers concerned with the equal opportunity program. U.S. Department of Labor, Employment and Training Administration. R&D Monograph 65, 1978. 136 pp. GPO Stock No. 029-000-00351-3. $3.25.

Women Offenders: Must We Bar Them From Employment? describes a special program for women offenders, initiated in 1975 by the Women's Bureau. It explains what the program does, how it works, and how others may become involved. U.S. Department of Labor, Women's Bureau Leaflet 57. 1977.

Working Mothers and Their Children is a statistical profile, including information on marital status of mother and age of children, minority mothers, trends in labor force participation, age, work experience, unemployment, occupational distribution, and child care arrangements. U.S. Department of Labor, Women's Bureau. 1977. 11 pp. GPO Stock No. 029-016-00051-8. $1.

Young workers

A Message To Young Workers about the Fair Labor Standards Act, as Amended in 1974 describes standards affecting workers under age 18 concerning types of work and hours permitted under the Act. U.S. Department of Labor, Wage and Hour Division WH Publication 1236, revised 1976.

A Renewed Deal for Youth Employment describes a Federal program of jobs, training, and counseling for youths 16-24, set up by the Youth Employment and Demonstration Projects Act of 1977. Craig Polhemus and Gregory J. Mounts, *Occupational Outlook Quarterly*, Fall 1978, pp. 14-17.

Catalogue of Federal Youth Programs describes 161 programs sponsored by the Federal Government for the benefit of young people. For each program, discusses the objectives, type of assistance provided, standards for eligibility, application procedures, and sources of more information. U.S. Department of Health, Education, and Welfare, Administration for Children, Youth, and Families. 252 pp. GPO Stock No. 017-091-00216-9. $2.25.

Comprehensive Employment and Training Programs, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the programs work, who are served, how to apply, and where to get information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-19 (ETA-15), November 1978. 1 p. A compilation of all 22 fact sheets is titled **Employment and Training Highlights.**

Employment and Training Programs for Youth, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the programs work, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-16 (ETA-12), November 1978. 2 pp. A compilation of all 22 fact sheets is titled **Employment and Training Highlights.**

Help Wanted: Jobs for Unwanted Youth describes the problems faced by unskilled, inexperienced young people and what the Government is doing to help them. J. T. Hashian, *Worklife*, November 1978, pp. 10-12.

Job Corps, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the Job Corps program works, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-6 (ETA-2), June 1978. 1 p. A compilation of all 22 fact sheets is titled **Employment and Training Highlights.**

Meeting the Mandate to Employ Youth describes four programs under the Youth Employment and Demonstration Projects Act. Ruth S. Blau and Deborah A. Holmes, *Worklife*, January 1978, pp. 2-7.

Putting America's Future to Work describes a number of Federal youth employment and training programs. U.S. Department of Labor, Office of Youth Programs. 1979. 21 pp.

The Young Workers and the Law; A Guide for 14–18 Year Olds is for young people who are employed or seeking employment. It discusses the steps in obtaining employment and explains young people's rights and responsibilities as beginning employees. Provides information on social security requirements, work permits, taxes, insurance, working hours, hazardous occupations, cooperative education, and work study programs. U.S. Department of Health, Education, and Welfare, Office of Education. 1977. 46 pp.

The Job Corps—Cornerstone of Youth Employment and Training Efforts describes the services provided to corpsmembers and improvements in the Job Corps since its inception. U.S. Department of Labor, Employment and Training Administration, Office of Youth Programs. 1978. 8 pp.

Training Opportunities in the Job Corps, A Directory of Job Corps Centers and Courses provides information on the location, capacity, and type of courses provided and the name of the organization operating the center. U.S. Department of Labor, Employment and Training Administration. Revised 1978. 24 pp.

"We Need a Rite of Passage Between School and Work" examines the difficulties young people face in finding their place in the world of work and discusses efforts to surmount these problems. Richard F. Schubert, *Occupational Outlook Quarterly*, Summer 1975. pp. 30–34.

Where to Find BLS Data on Children and Youth describes Special Labor Force Reports, Monthly Labor Review articles, new releases, and other materials from the Bureau of Labor Statistics containing information on youth 16 to 24 years old and children under 18 in families. U.S. Department of Labor, Bureau of Labor Statistics. 1979. 13 pp.

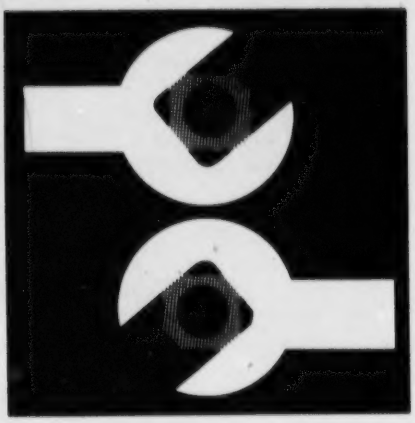
CCC: An Army of Young Men in the Woods describes the Young Adult Conservation Corps. Gordon Berg, *Worklife*, January 1978, pp. 8–11.

You Can Help Them is a guide for teachers, guidance counselors, social service workers, and others describing the Job Corps and what it can do for disadvantaged young men and women. U.S. Department of Labor, Job Corps. 1971. 10 pp.

Chapter IV

Apprenticeship, education, and financial aid

Apprenticeship
Education
Financial aid



Apprenticeship

General

A Woman's Guide to Apprenticeship describes the apprenticeship system and how to become an apprentice, as well as the status of women as skilled craft workers and the barriers to women in apprenticeship. U. S. Department of Labor, Women's Bureau. 1978. 24 pp.

Apprenticeship discusses the Federal role in apprenticeship and lists Employment and Training Administration regional offices and apprenticeship information centers. U.S. Department of Labor, Employment and Training Administration. 1975. 4 pp. GPO Stock No. 029-000-00231-2. $.35.

Apprenticeship Now describes what apprenticeships are, how to qualify for them, and where to go for more information. Christine Egan, *Occupational Outlook Quarterly*, Summer 1978, pp. 2-19.

Apprenticeship: Past and Present is primarily a history of apprenticeship, but also discusses current programs and new directions in apprenticeship. U.S. Department of Labor, Employment and Training Administration. 1977. 28 pp.

Apprenticeship Training, Sure Way to a Skilled Craft describes how apprenticeship programs work, entry qualifications, and earnings, and lists some of the occupations with apprenticeship training. U.S. Department of Labor, Manpower Administration. 1974. 8 pp. GPO Stock No. 029-006-00007-5. $.35. In Spanish: GPO Stock No. 029-006-00008-3. $.35.

Apprenticeship, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how apprenticeship programs work, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-15 (ETA-11), November 1978. 1 p. A compilation of all 22 fact sheets is titled **Employment and Training Highlights.**

College Credits: Trend in Apprenticeship describes programs which combine apprenticeship and associate degree programs. William L. Abbott, *Worklife*, September 1977, pp. 27-30.

New Directions for Apprenticeship Policy describes how the Department of Labor is extending apprenticeship programs into previously untried areas. James P. Mitchell, *Worklife*, January 1977, pp. 2-6.

Recruits March Toward Apprenticeship describes a program of the Bureau of Apprenticeship and Training for accredited apprenticeship in the Armed Forces, which can provide a stepping stone to civilian jobs. Ted Shields, *Worklife*, October 1978, pp. 3-7.

The "Marshall Plan to Meet New Needs" describes the U.S. Department of Labor's efforts to expand and improve the apprenticeship system. Ben Burdetsky, *Worklife*, August 1977, pp. 18-24.

Occupations

Automobile Mechanic Apprenticeship Program describes the training received by apprentices, certification of mechanics, and application procedures. Shirley Rudney, *Occupational Outlook Quarterly*, Summer 1978, pp. 20-21.

National Apprenticeship and Training Standards is a series of free pamphlets listing the apprenticeship standards for specific trades. Each pamphlet describes a trade's apprenticeship system, entry qualifications, previous work experience recommended, and relevant Federal regulations, and provides a sample apprenticeship agreement. U.S. Department of Labor, Bureau of Apprenticeship and Training. Individual titles are listed below:

National Apprenticeship Standards for Auto Body Repairer and Auto Painter. 1978.

National Apprenticeship Standards for Automotive Machinist. 1973.

National Apprenticeship Standards for Automotive Service Councils. 1977. (Automobile mechanic, automobile body repairer, and automobile painter.)

National Apprenticeship and Training Standards for Associated Retail Bakers of America. 1975.

National Apprenticeship Standards for Cement Masonry, Asphalt, and Composition Trade. Revised 1976.

National Apprenticeship and Training Standards for Dental Technicians. Revised 1975.

National Apprenticeship and Training Standards for Drafters. Revised 1977.

National Pattern Standards of Apprenticeship and Training for Electricians. Revised 1978.

National Apprenticeship and Training Standards for Emergency Medical Technicians. 1978.

National Apprenticeship and Training Standards for Fire-Medics. 1978.

National Apprenticeship and Training Standards for the Fire Fighter. 1975.

National Apprenticeship and Training Standards for Glaziers and Glassworkers. Revised 1976.

National Apprenticeship and Training Standards for the Graphic Arts International Union. 1975. (Lithographers, photoengravers, gravure workers, bookbinders, and finishers.)

National Apprenticeship and Training Standards for the IUE (International Union of Electrical, Radio and Machine Workers.) Revised 1976. (Covers a wide range of occupations.)

National Apprenticeship Standards for the Lathing Industry. Revised 1976. (Lathers.)

National Apprenticeship Standards for the National Machine Tool Builder's Association. Revised 1977. (Covers a wide range of occupations.)

National Apprenticeship Standards for Operating Engineers. 1978.

National Apprenticeship Standards for Ophthalmic Finisher-Dispenser. 1973 edition.

National Apprenticeship and Training

Standards for Optical Technician. (Contact lens technician.) 1974.

National Apprenticeship and Training Standards for Painting and Decorating and Drywall Finishing. 1974 edition.

National Apprenticeship and Training Standards for the Photographic Equipment Repair Industry. (Photographic equipment repair technician, movie equipment repair technician, and still-camera repair technician.) 1974.

National Apprenticeship and Training Standards for Plastering. 1976.

National Apprenticeship and Training Standards for Orthotic and Prosthetic Technicians. Revised 1976.

National Apprenticeship Standards for the Retail Meatcutting Industry. Revised 1976.

National Apprenticeship Standards for Roofers, Damp and Waterproof Workers. Revised 1976.

National Apprenticeship and Training Standards for the Sheet Metal Industry. Revised 1977.

National Apprenticeship and Training Standards for Sign, Display, and Allied Workers Industry. Revised 1976.

National Apprenticeship and Training Standards for Plumbing and Steamfitting-Pipefitting. Revised 1977.

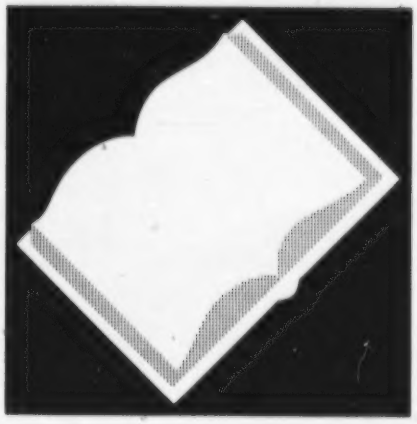
National Apprenticeship Standards for Heavy Duty Truck Mechanic, Truck Body and Trailer Mechanic, and Trucker Painter. 1978.

National Apprenticeship and Training Standards for Truck Mechanics. 1977.

National Apprenticeship and Training Standards for Vending Machine Mechanics. 1978.

National Apprenticeship Standards for the UAW (United Automobile, Aerospace, and Agricultural Implement Workers of America). Revised 1977. (Covers a wide range of occupations.)

The Saucerer's Apprentice describes an apprenticeship program for cooks. Shirley Rudney, *Occupational Outlook Quarterly*, Fall 1977, pp. 32-33.



Education

A Timetable for College Bound Youth is designed to help high school students on the road to college keep track of what they should do and when they should do it. *Occupational Outlook Quarterly*, Fall 1978, p. 32.

Allied Health Education Programs in Junior and Senior Colleges, Guidance Edition is a directory of allied health and public health education programs, as of October 1975. It lists programs in 28 occupational categories, including administration, biomedical engineering, clinical laboratory services (medical technology), dental services, and dietetic and nutrition services. For each group, lists institutions providing training, school program title and occupational title, award conferred, length of program, total enrollment, prerequisite courses, entrance requirements, financial aid, and tuition. Also lists professional organizations and State Health Careers Councils. U.S. Department of Health, Education, and Welfare, Health Resources Administration, Bureau of Health Manpower DHEW Publication No. (HRA) 78-30. 1978. 609 pp. (Out of print.) A Health Planners edition with greater emphasis on data on enrollment, graduates, and number of programs also is published.

Health Occupations Training Programs Administered by Hospitals, April 15, 1976 is a directory of hospital-administered allied health and nursing programs. It is a companion to Allied Health Education Programs in Junior and Senior Colleges. Section I contains an alphabetical listing of occupational training categories, including administration, biomedical engineering, clinical laboratory services, dental services, and dietetic and nutrition services. For each, indicates length of the program, year program began, educational entrance requirements, and number of graduates. Section II presents a listing, by State and city, of hospitals with training programs. U.S. Department of Health, Education, and Welfare, Health Resources Administration, Bureau of Health Manpower. DHEW Publication No. (HRA) 77-84. December 1977. 362 pp. GPO Stock No. 017-022-00585-9. $5.75.

Directory of Academic Programs in Occupational Safety and Health lists and describes programs in occupational safety and health/industrial hygiene, occupational safety, industrial hygiene, occupational health nursing, and occupational medicine. U.S. Department of Health, Education, and Welfare, National Institute for Occupational Safety and Health. DHEW (NIOSH) Publication No. 79-126. January 1979. 116 pp.

Directory of Aviation Majors and Curriculums Offered by Colleges and Universities lists institutions offering 2-year, baccalaureate, and higher degree programs in flight attendant and customer service occupations, aviation administration, aviation technology, aeronautical and astronautical (aerospace) engineering, flight technology (pilot training), and air traffic control. U.S. Department of Transportation, Federal Aviation Administration. 1977. 66 pp.

Education Directory, Colleges and Universities 1978-79 lists institutions that offer at least a 2-year program of college-level studies. For each institution it presents information on address, enrollment, tuition and fees, type of program, accreditation, and names and titles of principal officers. U.S. Department of Health, Education, and Welfare, National Center for Education Statistics. 1978. 558 pp. GPO Stock No. 017-080-02011-4. $6.25. Published annually.

Directory of Postsecondary Schools with Occupational Programs 1978 is a listing of noncollegiate public and private schools by State (and indexed by program) which can be used to identify schools offering training for particular occupations. U.S. Department of Health, Education, and Welfare, National Center for Education Statistics. 1978. 376 pp. GPO Stock No. 017-080-01992-2. $5.25. Published biennially since 1970.

Programs and Schools, a Supplement to the Directory of Postsecondary Schools With Occupational Programs 1978 lists names and addresses of noncollegiate schools by vocational program. U.S. Department of Health, Education, and Welfare, National Center for Education Statis-

tics. 1978. 330 pp. GPO Stock No. 017-080-02026-2. $7.

Directory of Training and Education Resources in Occupational Safety and Health is a guide to academic programs, short courses and workshops, audiovisuals, publications, and other resources for fields including: Health and hygiene, medicine and disease, health nursing, psychology, radiological health and protection, toxicology and chemistry, noise and audiology, environmental measurement and control, human engineering, safety engineering, accident prevention, fire safety, and dangerous materials. U.S. Department of Health, Education and Welfare, National Institute for Occupational Safety and Health, Division of Training and Manpower Development. February 1975. 381 pp.

Directory of Transportation Education lists postsecondary institutions that offer degree programs in transportation and related areas, and regularly scheduled seminars, workshops, or institutes. U.S. Department of Transportation, Office of the Secretary. September 1976. 204 pp. GPO Stock No. 050-000-00121-1. $2.80.

Get Credit for What You Know describes ways of getting a high school diploma equivalency certificate and college credit through examinations which evaluate learning no matter how it has been acquired. U.S. Department of Labor, Women's Bureau. Leaflet 56 (revised), January 1974. 8 pp. GPO Stock No. 029-000-00201-1. $.70.

How to Select a Private Vocational School describes how private vocational schools operate and offers 10 suggestions on what to look for in a school. Griff D. Pitts, *Occupational Outlook Quarterly*, Summer 1976, pp. 23-25.

Look Out for Yourself! Helpful Hints for Selecting a School or College. U.S. Department of Health, Education, and Welfare, Office of Education. 16 pp. Available free from Office of Assistant Secretary for Education (Policy Communication), Room 309G, 100 Independence Ave. S.W. Washington, D.C. 20202.

Medical School: Start Planning Now provides advice to high school students and college freshmen on steps which may increase their chances of acceptance in medical school. *Occupational Outlook Quarterly*, Winter 1976, pp. 11-12.

National Solar Energy Education Directory describes solar courses, programs, and curricula offered by all postsecondary institutions. U.S. Department of Energy. 1979. 279 pp. GPO Stock No. 061-000-00210-3. $4.75.

The Ten O'Clock Scholar, Alternative Ways to Earn College Credit describes four ways to earn college credit: Correspondence instruction and independent study; off-campus programs; noncollegiate instruction received through businesses, labor unions, government agencies, and other organizations; and on the basis of experience and knowledge, regardless of how that knowledge was attained. Christine Egan, *Occupational Outlook Quarterly*, Fall 1977, pp. 2-13.

The Uncertain Road to Law School Admittance. An adviser to pre-law students offers some useful tips for persons determined to enter law school. Bernard J. Lammers, *Occupational Outlook Quarterly*, Fall 1975, pp. 4-7.

Tips on Home Study Schools tells how to choose a correspondence school. *Occupational Outlook Quarterly*, Summer 1976, pp. 26-27. Reprinted from a copyrighted pamphlet of the same title by permission of the Council of Better Business Bureaus, 1150 17th Street N.W., Washington, D.C. 20036.

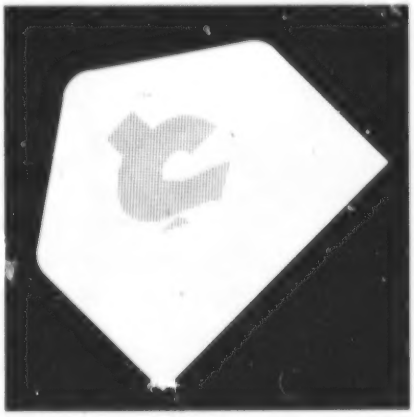
University Curricula in the Marine Sciences and Related Fields, Academic Years 1979-80, 1980-81 describes, by institution, degree programs and facilities and lists courses and faculty members. U.S. Department of Commerce, National Oceanic and Atmospheric Administration, Office of Sea Grant. 1979. 285 pp.

Where School and Industry Meet describes programs in which college students alternate between classroom and work that contributes to what the students learn at school. Mary Ellen Ayres, *Occupational Outlook Quarterly*, Fall 1978, pp. 21-23.

The Student in the Workplace describes the experience of two college students working for the Federal Government through a co-op program. Gail M. Martin, *Occupational Outlook Quarterly*, Fall 1978, pp. 24-25.

Occupational Training in Industry describes the results of a survey of selected metalworking industries which investigated the extent to which employers provided structured training to workers in 14 manual occupations and the reasons why training was provided. James Neary, *Occupational Outlook Quarterly*, Fall 1977, p. 29. More detail on the results has been published in **Occupational Training in Selected Metalworking Industries, 1974.** U.S. Department of Labor, Bureau of Labor Statistics. Bulletin 1976. 1977. GPO Stock No. 029-001-02127-5. $2.20.

Which Job Training Will You Choose? provides some tips on how to evaluate correspondence, technical, and trade schools. Federal Trade Commision. Buyer's Guide No. 14. 5 pp.



Financial aid

Catalogue of Federal Education Assistance Programs 1978 is composed of brief descriptions of, and extensive indexes to, Federal programs which provide educational benefits to the public. For each program, describes the assistance provided, the purpose for which it is available, who can apply for it, and where to apply. U.S. Department of Health, Education, and Welfare, Office of Education. 1978. 756 pp. GPO Stock No. 017-080-01865-9. $6.25.

Counselors Handbook: Federal Student Financial Aid tells counselors how to help students fill out applications for aid. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Student Financial Aid. 1979. GPO Stock No 017-080-02023-8. $2.

It's a Two Way Street, The National Health Service Corps Scholarship Program for Students of Medicine, Osteopathy, and Dentistry describes the program of financial support to eligible students who commit themselves to serve people who live in medically underserved areas in inner cities and small towns, on Indian reservations, and in prisons. U.S. Department of Health, Education, and Welfare, Health Resources Administration,

Bureau of Health Manpower. DHEW Publication No. (HRA 78-42), 1978. 8 pp.

Nursing Student Loan Program is a 2-page fact sheet describing the program. Available from U.S. Department of Health, Education, and Welfare, Health Resources Administration, Bureau of Health Manpower, Student and Institutional Assistance Branch.

Selected List of Postsecondary Education Opportunities for Minorities and Women lists sources of information on educational opportunities and financial aid. Programs and financial aid not limited to women or minorities also are listed. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Higher and Continuing Education. 1979. 100 pp. GPO Stock No. 017-080-02040-8. $3.75.

Student Consumer's Guide, Six Federal Financial Aid Programs, 1980–81 describes the basic educational opportunity grant, the supplemental educational opportunity grant, college work-study, the national direct student loan, the guaranteed student loan, and the health education assistance loan programs. U.S. Department of Health, Education, and Welfare, Office of Education. 1979. 16 pp.

Chapter V

Job search

Beginner's Guide to Work describes, for new workers, what employers are likely to expect of them—being at work on time, following instructions, and taking responsibility for the work they do. It also discusses what employees can expect of employers—explaining what their job duties are, paying salaries, and providing a safe working environment. Gloria Stevenson. *Occupational Outlook Quarterly*, Winter 1974, pp. 12-16.

Business Interview: Frequent Questions, Acceptable Answers discusses the 10 questions most frequently asked during the author's interviews with 40 corporations. David P. Boyd, *Occupational Outlook Quarterly*, Fall 1977, pp. 26-28.

Campaigning for Jobs in the College Labor Market discusses directories useful in identifying employers and the services available from placements offices. It also provides advice on job interviews. John L. Fulmer, *Occupational Outlook Quarterly*, Fall 1977, pp. 16-18.

Computerized Placement Systems, U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the systems work, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-47 (ETA-21), February 1978. 2 pp. A compilation of all 22 fact sheets is titled **Employment and Training Highlights.**

Doing Your Best on Aptitude Tests provides hints for taking aptitude tests and a short sample test. U.S. Department of Labor, Manpower Administration. 1976. 14 pp. GPO Stock No. 029-000-00005-1. $1.

Employment Service/Job Service U.S. Department of Labor Highlights, one of a series of fact sheets, describes how the programs work, who are served, how to apply, and where to get more information. U.S. Department of Labor, Employment and Training Administration. Consumer Information Leaflet No. USDL-11 (ETA-7), June 1978. 2 pp. A compilation of all 22 fact sheets is titled **Employment and Training Highlights.**

Filling in the Blanks provides some tips to young jobseekers on how to fill out employment applications. John E. Keefe, *Occupational Outlook Quarterly*, Winter 1971, pp. 27-30.

From Homemaking to Moneymaking offers advice for homemakers entering the labor force on assessing one's skills, choosing a career, writing a resume, looking for a job, and interviewing for a position. Gail M. Martin, *Occupational Outlook Quarterly*, Winter 1978, pp. 2-10.

Getting Chosen: The Job Interview and Before tells how to prepare for an interview and how to act during the interview, including how to handle difficult questions, and suggests questions you can ask. It also lists 50 questions asked by employers during interviews with college seniors and 14 negative factors listed by employers which most often lead to rejection. Gail M. Martin, *Occupational Outlook Quarterly*, Spring 1979, pp. 2-9.

Help Wanted—A Job Hunter's Guide provides step-by-step instructions on looking for a job, including information on resume writing, interviewing, and overcoming special problems such as a criminal record or a history of drug abuse. It also list sources of information in New York City. U.S. Department of Health, Education, and Welfare, National Institute on Drug Abuse. 1975. 68 pp. GPO Stock No. 014-010-00022-3. $1.10.

How to Get a Job provides guidance to mentally retarded jobseekers on assessing their skills, finding sources of assistance in finding a job, applying for a job, and dealing with supervisors. It also contains a list of 100 jobs in which retarded individuals may function well. The President's Committee on Employment of the Handicapped, 1977. 29 pp. A 13-page Teacher's Manual also is available.

Job Bank in the Secondary School describes the computerized Job Bank available to the Sheboygan Public Schools in cooperation with the Sheboygan Career Education Project. Terry Seifert, *Occupational Outlook Quarterly*, Summer 1976, pp. 28-29.

Job Flow: How to Learn if There's a Job in Dallas When You're Jobless in Des Moines describes the monthly Job Bank Report on frequently listed openings issued by the Employment and Training Administration of the U.S. Department of Labor. Neale Baxter, *Occupational Outlook Quarterly*, Summer 1976, pp. 2-7.

Job Search: There's a Method in the Madness discusses the results of a survey of people who sought jobs in 1972. It covers job search methods and their effectiveness by age, race, and sex of jobseekers and type of jobs sought. Christine Egan, *Occupational Outlook Quarterly*, Winter 1976, pp. 18-19.

Job Service Centers Give Free Assistance to Job Seekers describes the services provided. *Occupational Outlook Quarterly*, Winter 1978, p. 11.

Memo to Mature Jobseekers suggests techniques for assembling records, check-job services, following up on leads, and making the most of interviews. U.S. Department of Labor, Employment and Training Administration. 1978. 2 pp.

Merchandising Your Job Talents offers suggestions on appraising your qualifications and career goals, preparing a resume, finding sources of job information, taking tests, and preparing for an interview. U.S. Department of Labor, Employment and Training Administration. 1978. 24 pp. GPO Stock No. 029-000-00304-1. $1.20.

Occupations in Demand At Job Service Offices is a monthly publication in a newspaper format. It lists occupations for which large numbers of job openings were reported in public employment service computerized job banks. It identifies, by job title, openings available nationwide, pay ranges, and geographic areas with relatively large concentrations of job openings. Available free from the U.S. Employment Service, Attn: TET, Employment and Training Administration, U.S. Department of Labor, Washington, D.C. 20213.

The Employment Service describes the mission of the U.S. Employment Service and the services it provides. Copies of this 12-page pamphlet may be obtained from State Employment Service offices or from the U.S. Department of Labor, Employment and Training Administration, Washington, D.C. 20213.

The Free Employment Service for College Students describes the services provided by college placement offices. Marc Weinstein, *Occupational Outlook Quarterly*, Summer 1979, pp. 10-13.

Words from the Workplace is a glossary of idioms commonly used in the world of work. It is designed for newcomers to the labor force. *Occupational Outlook Quarterly*, Winter 1974, pp. 17-20.

Writing Resumes and Cover Letters provides advice on preparing these documents. Christine Egan, *Occupational Outlook Quarterly*, Fall 1977, pp. 20-24.

Chapter VI

Career education

The summer 1977 edition of the *Occupational Outlook Quarterly* contains five articles on career education:

Why Johnny and Joann Can't Work, by Kenneth J. Hoyt. In this article, the author, Director of the U.S. Office of Career Education, answers questions about the career education movement and discusses criticism leveled against it.

Can Career Education Get Off the Ground? by Sidney C. High, Jr., lists six goals of career education and cites evidence that these goals are being met.

A Checklist on Career Education and Comprehensive Placement in the Senior High School, by Alex Kacen, provides a checklist for counselors to use in evaluating how comprehensive their placement services are.

Community Resources for Career Education, by Kenneth B. Hoyt, describes organizations such as Junior Achievement, the Girl Scouts and Boy Scouts, and a number of large corporations that can help young people understand the relationship between education and work. The article is based on a booklet of the same title (see below, **Monographs on Career Education**).

Government Resources for Career Education describes government programs that offer aid to school career education programs, ranging from publications to developmental grants.

Monographs on Career Education, published by the U.S. Department of Health, Education, and Welfare, Office of Education, present a wide variety of views about career education. Some titles are:

Application of the Concept of Career Education to Higher Education: An Idealistic Model. Kenneth B. Hoyt. 1976. 17 pp. GPO Stock No. 017-080-01617-6. $.45.

Baby Boom Equals Career Bust. Charles Guy Moore. 1977. 18 pp. GPO Stock No. 017-080-01758-0. $1.10.

Career Education and Human Services. Joann Chenault. 1976. 23 pp. GPO Stock No. 017-080-01741-5. $1.30.

Career Education and Minorities. Robert H. Jackson. 1977. 94 pp. GPO Stock No. 017-080-01733-4. $2.75.

Career Education and the Business-Labor-Industry Community. Kenneth Hoyt. 976. 22 pp. GPO Stock No. 017-080-01613-3. $.45.

Career Education and the Meanings of Work. Donald E. Super. 1976. 47 pp. GPO Stock No. 017-080-01554-4. $.75.

Career Education and Vocational Education: Similarities and Contrasts. Rupert M. Evans. 1975. 19 pp. GPO Stock No. 017-080-01742-2. $1.10.

Career Education for Special Populations. Kenneth Hoyt. 1976. 21 pp. GPO Stock No. 017-080-01612-5. $.45.

Career Education: What Proof Do We Have That It Works? Lois-ellin Datta and others. 1977. 64 pp. GPO Stock No. 017-080-01785-7. $2.10.

Community Resources for Career Education. Kenneth Hoyt. 1976. 30 pp. GPO Stock No. 017-080-01615-0. $.55.

K-12 Classroom Teachers and Career Education: The Beautiful People. Kenneth B. Hoyt. 1976. 62 pp. GPO Stock No. 017-080-01537-4. $.90.

Liberal Arts and Career Education: A Look at the Past and the Future. Paul A. Olson. 1976. 24 pp. GPO Stock No. 017-080-01744-0. $1.30.

Primer for Career Education. Kenneth B. Hoyt. 1977. 39 pp. GPO Stock No. 017-080-01610-9. $1.50.

Refining the Career Education Concept. Kenneth Hoyt. 1976. 47 pp. GPO Stock No. 017-080-01610-9. $.75.

Refining the Career Education Concept, Part II. Kenneth Hoyt. 1977. 32 pp. GPO Stock No. 017-080-01739-3. $1.50.

Relationships Between Career Education and Vocational Education. Kenneth Hoyt. 1976. 39 pp. GPO Stock No. 017-080-01614-1. $1.75.

Review of Career Education Evaluation Studies. Thomas Enderlien. 1977. 31 pp. GPO Stock No. 017-080-01686-9. $1.40.

School Counselors and Career Education. Kenneth Hoyt. 1976 27 pp. GPO Stock No. 017-080-01528-5. $.55.

Teachers and Career Education. Kenneth Hoyt. 1976. 35 pp. GPO Stock No. 017-080-01618-4. $.20.

The National Institute of Education in the Department of Health, Education, and Welfare publishes research studies in the field of education, including some which can be of use to counselors. A complete list of publications is available from the National Institute of Education, Washington, D.C., 20208. Some titles are:

Directions in Career Education: Questions People Ask About Education and Work is a summary of the findings of about 90 of the Institute's research projects funded since 1972. Chapters include: Who is Career Education For? What Should Schools Teach About the World of Work? What Do We As Educators Need to Know About the World of Work? Nancy Bridgeford, Marilyn Clark, and Larry McClure. November 1977. 288 pp.

Education and Job Satisfaction: A Questionable Pay Off examines the relationship between education and job satisfaction and attempts to explain the relationship in socio-psychological terms. The report concludes with a series of recommendations for research and for policy changes on the part of employers and educators. NIE Papers on Education and Work: No. 5. Robert P. Quinn and Martha S. Baldi de Mandilovitch, March 1977. 69 pp.

Issues of Sex Bias and Sex Fairness in Career Interest Measurement is a collection of papers addressing the problem of sex stereotyping of occupations, particularly with reference to the use of interest inventories in career guidance. Esther E. Diamond, editor. Spring 1975. 219 pp.

The External Degree as a Credential: Graduates' Experiences in Employment and Further Study, the third and final report on independent, off-campus study as a primary mode of instruction, examines the value of degrees gained by this form of study. Carol P. Sosdian and Laure M. Sharp. April 1978. 124 pp.

Chapter VII

Statistics

Contents:
Education
Labor force
Wages

General

1979 U.S. Industrial Outlook, with projections to 1983 for 200 industries, provides discussions and statistics on current and projected developments in various industries and occupations, which can be useful in assessing future job opportunities. The 1979 edition is the 20th in an annual series. U.S. Department of Commerce, Industry and Trade Administration. January 1979. 547 pp. GPO Stock No. 003-008-00180-7. $6.75.

BLS Handbook of Methods describes, for each major program of the Bureau of Labor Statistics, its history and purpose and where the basic data come from, and defines terms and concepts used. U.S. Department of Labor, Bureau of Labor Statistics. Bulletin 1910, 1976, 283 pp. GPO Stock No. 029-001-01936-0. $4.75.

Directory of Federal Statistics for Local Areas: A Guide to Sources, 1976 provides table-by-table descriptions of statistical reports on a wide range of subjects, including education, employment, and income for areas smaller than States. Covers reports issued prior to January 1, 1977. U.S. Department of Commerce, Bureau of the Census. 1978. 359 pp. GPO Stock No. 003-024-01553-6. $5.50.

Employment and Training Report of the President, 1979 discusses labor force problems and public policies to deal with them. A statistical appendix presents data on the labor force. U.S. Department of Labor, Employment and Training Administration. 398 pp. GPO Stock NO. 029-000-00359-9. $7. Published annually.

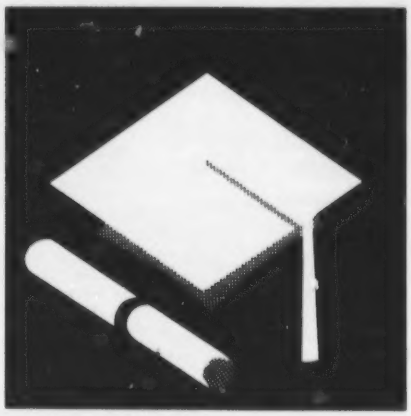
Handbook of Labor Statistics 1978 is a compilation of the major statistical series produced by the Bureau of Labor Statistics. It also includes related series from other governmental agencies and foreign countries. Contains 174 tables which generally begin with the earliest year for which data are available and run through calendar year 1977. BLS Bulletin 2000. 1979. 618 pp. GPO Stock No. 029-001-02194-1. $9.50. Published annually.

How Accurate Are BLS Manpower Projections? This article discusses the need for occupational projections and evaluates past projections. *Occupational Outlook Quarterly*, Fall 1975, pp. 32-34.

How to Get Information From the Bureau of Labor Statistics describes what information BLS produces and the news releases, periodicals, bulletins, and reports through which it is disseminated. U.S. Department of Labor, Bureau of Labor Statistics. 1980. 5 pp.

Occupational Supply: Concepts and Sources of Data for Manpower Analysis discusses the uses of supply information, conceptual problems in estimating supply, and the availability of data for supply analyses. U.S. Department of Labor, Bureau of Labor Statistics. Bulletin 1816, 1974. 70 pp. (Out of print.)

Projections of the Population of the United States: 1977 to 2050 presents projections by age, race, and sex and for the components of population change (births, deaths, and migration). U.S. Department of Commerce, Bureau of the Census Series P-25, No. 704, July 1977. 87 pp. GPO Stock No. 003-001-90897-2. $1.95.



Education

Digest of Education Statistics, 1979 covering all levels of education, contains data on enrollments, teachers, graduates, finances, and libraries. U.S. Department of Health, Education, and Welfare, National Center for Education Statistics. NCES 79-401, 1979. 216 pp. GPO Stock No. 017-080-02031-9. Published annually. $5.50.

Projections of Education Statistics to 1986-87 provides historical trends and projections of enrollments, graduates, instructional staff, and expenditures at all levels of education. U.S. Department of Health, Education, and Welfare, National Center for Education Statistics. NCES 78-403, 1978. 171 pp. GPO Stock No. 017-080-01918-3. $3.75.

The Condition of Education, 1979 Edition. Part One is a statistical report describing conditions in education as well as those in the larger society that affect education. Topics includes public opinion about schools and education, enrollments, elementary and high school teachers, faculty in higher education, financial resources, and educational attainment of the labor force. Part Two describes the 1979 programs and the plans for 1980 of the National Center for Education Statistics. U.S. Department of Health, Education, and Welfare, National Center for Education Statistics. 1979. Part One, 284 pp.; Part Two 18 pp. GPO Stock No. 017-080-02008-4. $7 per set.

Labor force

Employment and Earnings provides detailed data on the labor force, employment, and unemployment; employment status of Vietnam-era veterans; employment, hours, earnings, and labor turnover in nonfarm business establishments; output per hour, hourly compensation, and unit labor costs; insured unemployment, nationally and by State and area; charts; and technical notes on concepts and methods. U.S. Department of Labor, Bureau of Labor Statistics, Monthly. Annual subscription, $22, $27.50 foreign; single copy, $2.75.

Employment Projections for the 1980's consists of reprints of four articles from the *Monthly Labor Review* plus additional tables: (1) "Labor Force Projections to 1990:

Three Possible Paths," (2) "The U.S. Economy to 1990: Two Projections for Growth;" (3) "Industry Output and Employment: BLS Projections to 1990," (4) "Changing Patterns of Demand; BLS Projections to 1990." U.S. Department of Labor, Bureau of Labor Statistics. Bulletin 2030, June 1979. 106 pp. GPO Stock No. 029-001-02312-0. $4.

Labor Force Studies. This article describes Bureau of Labor Statistics surveys and reports on current employment and unemployment and earnings. *Occupational Outlook Quarterly*, Spring 1979, pp. 26-27.

Questions and Answers on Popular Labor Force Topics discusses some of the more frequently raised questions on the concepts and measurement of employment and unemployment. Includes a short bibliography. U.S. Department of Labor, Bureau of Labor Statistics. Report 522, 1978. 30 pp.

Special Labor Force Reports. These reports on the labor force, reprinted from the *Monthly Labor Review*, are based, for the most part, on supplemental questions asked in the monthly Current Population Survey. Some titles follow:

Work Experience of the Population in 1977 shows the number of individuals who worked during the year and the number unemployed, by age, sex, race, and marital status. U.S. Department of Labor, Bureau of Labor Statistics. Special Labor Force Report 224, 1979. 35 pp.

Educational Attainment of Workers—Some Trends from 1973 to 1978 presents findings based on surveys of the educational attainment of workers 16 years old and over. Data presented by sex, age, race, employment status, occupation, and industry. U.S. Department of Labor, Bureau of Labor Statistics. Special Labor Force Report 225, 1979. 27 pp.

Multiple Jobholders in May 1978 presents findings from the latest survey of persons who hold more than one job. Data presented by industry, occupation, and class of worker. Includes some comparative data by sex and race from May 1962 to May 1977. U.S. Department of Labor, Bureau of Labor Statistics. Special Labor Force Report 221, 1979. 18 pp.

Employment and Unemployment During 1978: An Analysis is a year end report on the civilian labor force by age, sex, race, and major occupational and industry group. Also includes persons outside the labor force by reason and sex. Tables and charts includes 1976-77 annual averages and seasonally adjusted quarterly averages. U.S. Department of Labor, Bureau of Labor Statistics. Special Labor Force Report 212, 1979. 58 pp.

Students, Graduates, and Dropouts in the Labor Market, October 1978 examines the labor force status of 1978 students, graduates, and dropouts. Presents data by sex, race, marital status, educational attainment, major occupation, industry, and duration of unemployment. U.S. Department of Labor, Bureau of Labor Statistics. Special Labor Force Report 223, 1979.

The Labor Force in 1990 discusses the Bureau of Labor Statistics' low, intermediate, and high projections, with data by sex and age group. *Occupational Outlook Quarterly*, Spring 1979, pp. 18-19.

U.S. Workers and Their Jobs: The Changing Picture is a chartbook with brief accompanying text which illustrates patterns of change in the American labor force, including employment, the level of education, and earnings. U.S. Department of Labor, Bureau of Labor Statistics. Bulletin 1919, 1976. 36 pp. GPO Stock No. 029-001-01917-3. $.60.

Wages

Area Wage Surveys present straight-time earnings and distributions of earnings for approximately 60 selected office clerical, professional and technical, maintenance and powerplant, and custodial and material movement occupations in each of about 75 metropolitan areas. U.S. Department of Labor, Bureau of Labor Statistics.

Industry Wage Surveys. A broad range of industries are surveyed to provide data by occupation on hourly earnings or weekly salaries, and on nonwage practices and benefits. Results published first, as available, in individual reports for areas by regional offices; summary results for all areas appear in issues of the *Monthly Labor Review* and as separate summary tabulations; final results appear in a single bulletin. U.S. Department of Labor, Bureau of Labor Statistics.

National Survey of Professional, Administrative, Technical, and Clerical Pay, March 1979, the 20th in an annual series, provides nationwide salary averages and distributions for 89 work level categories covering 21 occupations including accountants, attorneys, buyers, chemists, drafters, engineers, engineering technicians, personnel management workers, and clerical workers. U.S. Department of Labor, Bureau of Labor Statistics. Bulletin 2045, October 1979. 71 pp. GPO Stock No. 029-001-02403-7. $3.25.

Occupational Earnings and Wage Trends in Metropolitan Areas, 1978. Tabulations of average straight-time earnings for selected groups of occupations studied in six broad industry divisions (manufacturing, public utilities, wholesale trade, retail trade, finance, and services). U.S. Department of Labor, Bureau of Labor Statistics.

Occupational Earnings: Sources of Information lists government and nongovernment sources. *Occupational Outlook Quarterly*, Fall 1975, pp. 35-36. Information in this article was taken from **Occupational Supply: Concepts and Sources of Data for Manpower Analysis.** Bureau of Labor Statistics. Bulletin 1816.

Union Wages and Benefits. Results of periodic surveys of wage rates, hours of work, and selected benefits in effect on the first workday in July for specified crafts or jobs, as provided in labor-management agreements. Preliminary listings for individual areas issued as available by regional offices; final results for all areas later summarized in a single bulletin. U.S. Department of Labor, Bureau of Labor Statistics.

Chapter VIII

Bibliographies and publications lists

BLS Publications, 1972–77 provides numerical listings and a subject index of bulletins and reports issued by the Bureau of Labor Statistics from 1972 through 1977. U.S. Department of Labor, Bureau of Labor Statistics. Bulletin 1990, 1978. GPO Stock No. 029-001-02204-0. $1.80.

Index to Publications of the Employment and Training Administration includes publications, reports, and articles issued between January 1973 and December 1977. Chapters and major subdivisions of the *Employment and Training Report of the President* and all articles in *Worklife* are indexed separately. U.S. Department of Labor, Employment and Training Administration. 1978. 23 pp.

Publications and Papers lists and briefly describes current reports published by the National Institute of Education. U.S. Department of Health, Education, and Welfare, National Institute of Education. May 1979. 34 pp.

Publications of the U.S. Office of Education is an annotated listing of publications on a wide range of topics related to education. U.S. Department of Health, Education, and Welfare, Office of Education. 1977. 37 pp. GPO Stock No. 017-080-01786-5. $1.60.

The 1979 Publications Catalogue of the U.S. Department of Health, Education, and Welfare, Cumulative: January 1978–December 1978 lists publications by agency, author, and subject. U.S. Department of Health, Education, and Welfare. 1979. 520 pp. GPO Stock No. 017-000-00214-7. $9.

Publications of the Bureau of Labor Statistics June–December 1978, the latest in a semiannual series, provides a listing, with selected annotations, of all bulletins, reports, press releases, reprints, periodicals, special articles from periodicals, and summaries issued by the Bureau from June through December 1978 by the Washington, D.C. and regional offices. U.S. Department of Labor, Bureau of Labor Statistics. 1979.

Publications of the Women's Bureau, U.S. Department of Labor, Women's Bureau. Leaflet 10, 1979. 6 pp.

Research and Development Projects, 1978 Edition, the eighth annual edition, summarizes the projects funded by the Office of Research and Development of the Employment and Training Administration, U.S. Department of Labor. It includes all projects active on September 30, 1978, and all those completed between July 1, 1975, and September 30, 1978. It covers research and experimental, developmental, demonstration, and pilot projects to improve techniques and demonstrate the effectiveness of specialized methods in meeting employment and training problems. U.S. Department of Labor, Employment and Training Administration. 1978. 296 pp.

The U.S. Government Printing Office periodically issues bibliographies on various subjects. Titles of those of particular interest to counselors include: **Employment and Occupations, Educational Statistics, Financial Aid for Students, Handicapped, Minorities,** and **Occupational Outlook Handbook.** They are available free from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

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Appendix A. State Employment Security Agencies

State employment security agencies develop occupational projections and related employment statistics in cooperation with the Bureau of Labor Statistics of the U.S. Department of Labor. The following list gives the addresses of employment security agency research directors.

Alabama
Chief, Research and Statistics,
Department of Industrial Relations,
Industrial Relations Bldg.,
619 Monroe St.,
Montgomery, Ala. 36130.

Alaska
Chief, Research and Analysis,
Employment Security Division,
Department of Labor,
P.O. Box 3-7000,
Juneau, Alaska 99802.

Arizona
Chief, Labor Market Information, Research and Analysis,
Deparment of Economic Security,
P.O. Box 6123,
Phoenix, Ariz. 85005.

Arkansas
Chief, Research and Statistics,
Employment Security Division,
P.O. Box 2981,
Little Rock, Ark. 72203.

California
Chief, Employment Data and Research Division,
Employment Development Department,
P.O. Box 1679,
Sacramento, Calif. 95808.

Colorado
Chief, Research and Analysis,
Division of Employment,
Department of Labor and Employment,
1210 Sherman St.,
Denver, Colo. 80203.

Connecticut
Director, Research and Information,
Connecticut Employment Security Division,
200 Folly Brook Blvd.,
Wethersfield, Conn. 06109.

Delaware
Chief, Office of Research, Planning, and Evaluation,
Department of Labor,
Bldg. D,
Chapman Rd.,
Route 273,
Newark, Del. 19713.

District of Columbia
Chief, Branch of Labor Market Information and Analysis,
D.C. Department of Labor,
605 G St. NW., Room 1000,
Washington, D.C. 20001.

Florida
Chief, Research and Statistics,
Division of Employment Security,
Florida Department of Commerce,
Caldwell Bldg.,
Tallahassee, Fla. 32304.

Georgia
Director, Information Systems,
Employment Security Agency,
Department of Labor,
254 Washington St. SW.,
Atlanta, Ga. 30334.

Hawaii
Chief, Research and Statistics,
Department of Labor and Industrial Relations,
P.O. Box 3680,
Honolulu, Hawaii 96811.

Idaho
Chief, Research and Analysis,
Department of Employment,
P.O. Box 35,
Boise, Idaho 83707.

Illinois
Manager, Research and Analysis Division,
Bureau of Employment Security,
Department of Labor,
910 South Michigan Ave.,
Chicago, Ill. 60605.

Indiana
Chief of Research,
Employment Security Division,
10 North Senate Ave.,
Indianapolis, Ind. 46204.

Iowa
Chief, Research and Statistics,
Department of Job Services,
1000 East Grand Ave.,
Des Moines, Iowa 50319.

Kansas
Chief, Research and Analysis,
Department of Human Resources,
401 Topeka Avenue,
Topeka, Kans. 66603.

Kentucky
Chief, Research and Special Projects,
Department of Human Resources,
275 E. Main St.,
Frankfort, Ky. 40601.

Louisiana
Chief, Research and Statistics,
Department of Employment Security,
P.O. Box 44094,
Baton Rouge, La. 70804.

Maine
Director, Manpower Research Division,
Employment Security Commission,
20 Union St.,
Augusta, Maine 04330.

Maryland
Director, Research and Analysis,
Department of Human Resources,
1100 North Eutaw St.,
Baltimore, Md. 21201.

Massachusetts
Director, Information and Research,
Division of Employment Security,
[illegible] Bldg.,
[illegible]ment Center,
Boston, Mass. 02114.

Michigan
Director, Research and Statistics Division,
Employment Security Commission,
Department of Labor Bldg.,
7310 Woodward Ave.,
Detroit, Mich. 48202.

Minnesota
Acting Director,
Research and Statistics Services,
Department of Economic Security,
390 North Robert St.,
St. Paul, Minn. 55101.

Mississippi
Chief, Research and Statistics,
Employment Security Commission,
P.O. Box 1699,
Jackson, Miss. 39205.

Missouri
Chief, Research and Statistics,
Division of Employment Security,
Department of Labor and Industrial Relations,
P.O. Box 59,
Jefferson City, Mo. 65101.

Montana
Chief, Reports and Analysis,
Employment Security Division,
P.O. Box 1728,
Helena, Mont. 59601.

Nebraska
Chief, Research and Statistics,
Division of Employment,
Department of Labor,
P.O. Box 94600,
Lincoln, Nebr. 68509.

Nevada
Chief, Employment Security Research,
Employment Security Department,
500 East Third St.,
Carson City, Nev. 89713.

New Hampshire
Director, Economic Analysis and Reports,
Department of Employment Security,
32 South Main St.,
Concord, N.H. 03301.

New Jersey
Director, Division of Planning and
Research,
Department of Labor and Industry,
P.O. Box 2765,
Trenton, N.J. 08625.

New Mexico
Chief, Research and Statistics,
Employment Security Commission,
P.O. Box 1928,
Albuquerque, N. Mex. 87103.

New York
Director, Division of Research and
Statistics,
Department of Labor,
State Campus,
Bldg. 12,
Albany, N.Y. 12240.

North Carolina
Director, Bureau of Employment Security
Research,
Employment Security Commission,
P.O. Box 25903.
Raleigh, N.C. 27611.

North Dakota
Chief, Research and Statistics,
Employment Security Bureau,
P.O. Box 1537,
Bismarck, N. Dak. 58501.

Ohio
Director, Division of Research and
Statistics,
Bureau of Employment Services,
145 South Front St.,
Columbus, Ohio 43216.

Oklahoma
Chief, Research and Planning Division,
Employment Security Commission,
310 Will Rogers Memorial Office Bldg.,
Oklahoma City, Okla. 73105.

Oregon
Assistant Administrator, Research and
Statistics, Employment Division,
875 Union St. NE.,
Salem, Oreg. 97311.

Pennsylvania
Director, Research and Statistics,
Bureau of Employment Security,
Department of Labor and Industry,
7th and Forster Sts.,
Harrisburg, Pa. 17121.

Puerto Rico
Chief of Research and Statistics,
Bureau of Employment Security,
427 Barbosa Ave.,
Hato Rey, P.R. 00917.

Rhode Island
Supervisors, Employment Security
Research,
Department of Employment Security,
24 Mason St.,
Providence, R.I. 02903.

South Carolina
Director, Manpower Research and
Analysis,
Employment Security Commission,
P.O. Box 995,
Columbia, S.C. 29202.

South Dakota
Chief, Research and Statistics,
Employment Security Department,
607 North Fourth St.,
Box 730,
Aberdeen, S. Dak. 57401.

Tennessee
Chief, Research and Statistics,
Department of Employment Security,
Cordell Hull Bldg.,
Room 519,
Nashville, Tenn. 37219.

Texas
Chief, Economic Research and Analysis,
Employment Commission,
TEC Bldg.,
15th and Congress Ave.,
Austin, Tex. 78778.

Utah
Director, Research and Analysis,
Department of Employment Security,
P.O. Box 11249,
Salt Lake City, Utah 84147.

Vermont
Chief, Research and Statistics,
Department of Employment Security
P.O. Box 488,
Montpelier, Vt. 05602.

Virginia
Commissioner,
Virginia Employment Commission,
P.O. Box 1358,
Richmond, Va. 23211.

Washington
Chief, Research and Statistics,
Employment Security Department,
1007 So. Washington St.,
Olympia, Wash. 98501.

West Virginia
Chief, Labor and Economic Research,
Department of Employment Security,
112 California Ave.,
Charleston, W. Va. 25305.

Wisconsin
Director, Research and Statistics,
Department of Industry, Labor and Human
Relations,
P.O. Box 7944,
Madison, Wis. 53701.

Wyoming
Chief, Research and Analysis,
Employment Security Commission,
P.O. Box 2760,
Casper, Wyo. 82601.

Appendix B. State Occupational Information Coordinating Committees

National and State Occupational Information Coordinating Committees (SOICC's) were mandated by the 1976 Education Act Amendments to establish a communications network through which occupational and training information would be developed, tested, and shared across the country. The mission of SOICC's is to oversee the organization of occupational information into a comprehensive occupational information system and to encourage the use of the system by counselors, education and training planners, job placement specialists, and individuals seeking career information. Addresses of these State committees are listed below.

Alabama
Director,
Alabama Occupational Information
Coordinating Committee,
State Department of Education,
First Southern Towers, Suite 402,
100 Commerce St.
Montgomery, Ala. 36104.

Alaska
Director,
Alaska Occupational Information
Coordinating Committee,
Pouch F-State Office Building,
Juneau, Alaska 99811.

American Samoa
State Director for Vocational Education
Government of American Samoa,
Pago Pago, American Samoa 96799.

Arizona
Director,
Arizona State Occupational Information
Coordinating Committee,
1535 West Jefferson, Room 345,
Phoenix, Ariz. 85007.

Arkansas
Director,
Arkansas State Occupational Information
Coordinating Committee,
Post Office Box 5162,
Little Rock, Ark. 72205.

California
Director,
California Occupational Information
Coordinating Committee,
535 East Main Street,
Ventura, Calif. 93009.

Colorado
Director,
Colorado Occupational Information
Coordinating Committee,
770 Grant, Room 222,
Denver, Colo. 80203.

Connecticut
Director,
Connecticut State Occupational Information
Coordinating Committee,
Hartranft Hall,
55 Elizabeth Street,
Hartford, Conn. 06053.

Delaware
Director,
State Occupational Information
Coordinating Committee of Delaware,
820 North French Street,
Wilmington, Del. 19801.

District of Columbia
Director,
District of Columbia Occupational
Information Coordinating Committee,
500 C Street N.W., Suite 621,
Washington, D.C. 20001.

Florida
Director,
Florida Occupational Information
Coordinating Committee,
325 John Knox Road, Suite L-500,
Tallahassee, Fla. 32303.

Georgia
Director,
State Occupational Information
Coordinating Committee,
151 Ellis Street N.E., Suite 504,
Atlanta, Ga. 30303.

Guam
Director,
Guam Occupational Information
Coordinating Committee,
Post Office Box 2817,
Agana, Guam 96910.

Hawaii
Director,
Hawaii State Occupational Information
Coordinating Committee,
1164 Bishop Street, Suite 502,
Honolulu, Hawaii 96813.

Idaho
Director,
State Occupational Information
Coordinating Committee,
Len B. Jordan Building,
650 W. State Street,
Boise, Idaho 83720.

Illinois
Director,
Illinois Occupational Information
Coordinating Committee,
623 E. Adams Street,
Post Office Box 1587,
Springfield, Ill. 62705.

Indiana
SOICC Contact,
Indiana Office of Manpower Development,
State Board of Vocational and Technical
Education,
17 W. Market Street,
401 Illinois Building,
Indianapolis, Ind. 46204.

Iowa
Director,
Iowa State Occupational Information
Coordinating Committee,
523 East 12th Street,
Des Moines, Iowa 50319.

Kansas
Director,
Kansas Occupational Information
Coordinating Committee,
634 S. Harrison, Suite C,
Topeka, Kans. 66603.

Kentucky
Director,
Kentucky Occupational Information
Coordinating Committee,
103 Bridge Street,
Frankfort, Ky. 40601.

Louisiana
Director,
Louisiana State Occupational Information
Coordinating Committee,
P.O. Box 44094,
Baton Rouge, La. 70804.

Maine
Director,
State Occupational Information
Coordinating Committee,
State House Station 71,
Augusta, Maine 04330.

Maryland
Director,
Maryland Occupational Information
Coordinating Committee,
Department of Human Resources,
1100 N. Eutaw St.,
Baltimore, Md. 21201.

Massachusetts
Director,
Massachusetts Occupational Information Coordinating Committee,
Park Square Building, Suite 341,
31 St. James Ave.,
Boston, Mass. 02116.

Michigan
Director,
Michigan Occupational Information Coordinating Committee,
309 N. Washington,
P.O. Box 30015,
Lansing, Mich. 48909.

Minnesota
Director,
Department of Economic Security,
690 American Center Building,
150 East Kellogg Boulevard,
St. Paul, Minn. 55101.

Mississippi
Director,
Vocational Technical Education,
Post Office Box 771,
Jackson, Miss. 39205.

Missouri
Director,
Missouri Occupational Information Coordinating Committee,
8300 East High Street,
Jefferson City, Mo. 65101.

Montana
Director,
Montana State Occupational Information Coordinating Committee,
Post Office Box 1728,
Helena, Mont. 59601.

Nebraska
Director,
State Occupational Information Coordinating Committee,
W. 300 Nebraska Hall,
University of Nebraska,
Lincoln, Nebr. 68588.

Nevada
Director,
State Occupational Information Coordinating Committee,
Capitol Complex,
505 East King Street,
Kinkead Building, Room 603,
Carson City, Nev. 89710.

New Hampshire
Director,
Department of Employment Security,
32 South Main Street,
Concord, N.H. 03301.

New Jersey
Director,
New Jersey Occupational Information Coordinating Committee,
Department of Labor and Industry,
Division of Planning and Research,
Post Office Box 2765,
Trenton, N.J. 08625.

New Mexico
Director,
New Mexico State Occupational Information Coordinating Committee,
Executive Plaza,
4219 Montgomery Blvd., N.E.,
Albuquerque, N.M. 87125.

New York
Director,
State Department of Labor,
Labor Department Building 12,
State Campus,
Albany, N.Y. 12240.

North Carolina
Director,
North Carolina Department of Administration,
112 W. Lane St.,
Raleigh, N.C. 27611.

North Dakota
Director,
State Occupational Information Coordinating Committee,
1424 W. Century Avenue,
Post Office Box 1537,
Bismarck, N. Dak. 58501.

Northern Mariana Islands
Director,
Northern Mariana Islands Occupational Information Coordinating Committee,
Post Office Box 149,
Saipan, Northern Mariana Islands 96950.

Ohio
Director,
State Department Building,
S-65 South Front Street, Room 904,
Columbus, Ohio 43215.

Oklahoma
Director,
State Occupational Information Coordinating Committee,
School of Occupational and Adult Education,
Oklahoma State University,
1515 West 6th Street,
Stillwater, Okla. 74074.

Oregon
Director,
Oregon Occupational Information Coordinating Committee,
875 Union Street N.E.,
Salem, Oreg. 97311.

Pennsylvania
Director,
Pennsylvania Occupational Information Coordinating Committee,
Labor and Industry Building,
7th and Forster Streets, Room 1008,
Harrisburg, Pa. 17121.

Puerto Rico
Director,
Puerto Rico Occupational Information Coordinating Committee,
414 Barbosa Avenue,
Hato Rey, P.R. 00917.

Rhode Island
Director,
Rhode Island Occupational Information Coordinating Committee,
22 Hayes Street, Room 315,
Providence, R.I. 02908.

South Carolina
Director,
State Occupational Information Coordinating Committee,
1550 Gadsden Street,
Columbia, S.C. 29202.

South Dakota
Director,
South Dakota Occupational Information Coordinating Committee,
108 East Missouri,
Pierre, S. Dak. 57501.

Tennessee
Director,
Tennessee Occupational Information Coordinating Committee,
512 Cordell Hull Building,
Nashville, Tenn. 37219.

Texas
Director,
State Occupational Information
Coordinating Committee,
Texas Employment Commission Building,
15th and Congress,
Austin, Tex. 78778.

Trust Territory of the Pacific Islands
Occupational Information Coordinating
Committee,
Office of Planning and Statistics,
Saipan, Mariana Island 96950.

Utah
Director,
Occupational Information Coordinating
Committee,
State Board of Education,
250 E. 5th St., South
Salt Lake City, Utah 84111.

Vermont
Director,
Vermont Occupational Information,
Coordinating Committee,
Post Office Box 488,
Montpelier, Vt. 05602.

Virginia
Director,
Vocational and Adult Education,
Department of Education,
Post Office Box 60,
Richmond, Va. 23216.

Virgin Islands
Director,
Virgin Islands Occupational Information
Coordinating Committee,
Department of Education,
Charlotte Amalie,
St. Thomas, Virgin Islands 00801.

Washington
Director,
Commission for Vocational Education,
Building 17, Airdustrial Park,
Mail Stop LS-10,
Olympia, Wash. 98504.

West Virginia
Director,
West Virginia State Occupational
Information Coordinating Committee,
Capitol Complex,
Building #6, Room B-221,
Charleston, W. Va. 25305.

Wisconsin
Director,
Wisconsin Occupational Information
Coordinating Committee,
Educational Sciences Building, Room 952,
1025 W. Johnson,
Madison, Wis. 53706.

Wyoming
Director,
Wyoming Occupational Information
Coordinating Committee,
1520 East 5th Street,
Cheyenne, Wyo. 82002.

Appendix C.
Examples of State Occupational Information

Table C-1. Computer-based systems for delivery of occupational information

State	Title of project	Source/Contact	Abstract/Description
California	Eureka, Sigi, CIVIS, GIS, Discover, et al.	Commercial systems	Occupational guidance and decisionmaking information is provided by these systems although little local information is included. Most provide job descriptions, worker traits, hiring specifications, national outlook, and training requirements. Further, some systems include data on students. All are interactive.
New Jersey	Computer-assisted Career Information System (CACIS)	Asbury Park Computer Center	The primary objectives of CACIS are to generate student interest in career planning and to improve the realism of student career decisions. The substance of the CACIS model is the interactive process between the counselor and the student. Services of CACIS include: • Development of student data bank • Development of student profiles for occupational information and counseling • Educational information • Job placement • Development of assessment instruments • Follow-up of graduate students and dropouts • Longitudinal studies in career areas • Development of localized resource data banks, which include people in the community willing to assist the school, companies, and agencies; and resources in the school such as films, books, periodicals, etc.
North Carolina	CIS	State Occupational Information Coordinating Committee	When completed, CIS will be a computerized delivery system using the Standard Occupational Classification.

Table C-2. Noncomputerized guidance and occupational information tools

State	Title of project	Source/Contact	Abstract/Description
California	Microfiche OIDS	State employment security agency	The microfiche presents 114 worker trait groups; extensive information on job characteristics and training facilities; lists of potential employers; and job-search tips.
Michigan	MOIS-Microfiche	Michigan Occupational Information System (MOIS)	Information on microfiche is the same as that on an MOIS computer-based system.
Oregon	Search; CIS-Needlesort		Decks with information comparable to that available in the CIS package comprise the needlesort system. Access to occupational characteristics and requirements is by needle through punched cards, using a Quest Questionnaire.
Texas	OIDS-Microfiche	State employment security agency	The Texas system is an adaptation of the California system.
Various	VIEW	Vocational education and local education agencies	VIEW is composed of aperture and camera cards that provide four pages of information on a specific occupation. Each view script covers job description, preparation and training needed, job prospects, wages, working conditions, and related jobs. VIEW is a commercial package and, except for a few items, data are standard copy; wage and outlook data are local. Also, the package includes an apprenticeship deck for the same States.

Table C-3. Publications and printed materials containing occupational characteristics

State	Title of project	Source/Contact	Abstract/Description
Arizona	Occupational Guides	Labor Market Information, Research and Analysis, Bureau of Employment and Training, Department of Economic Security	A series of 65 loose-leaf occupational fact sheets. Each sheet includes job description, training and other qualifications, wages, lines of advancement, where employed, and employment outlook into the 1980's.
	Counselor's Newsletter	Labor Market Information, Research and Analysis, Bureau of Employment and Training, Department of Economic Security	A monthly newsletter sent to vocational counselors to keep them informed on labor market and job search information programs, and publications of the U.S. Department of Labor and the U.S. Office of Education.
Arizona	Careers Today, MiniGuides	State employment security agency	These publications describe job characteristics, job-search tips, related jobs, and jobs in industry, wages, outlook, qualifications, and training.
	Career Education Matrix	Career Education Projects, Arizona Department of Education	The matrix is a "road map" for career education in Arizona which has received international recognition. The matrix illustrates how career education provides for program articulation at four grade levels: Primary, intermediate, junior high, and high school.
	Career Education: Project Profiles	Career Education Projects, Arizona Department of Education	Project profiles describe various exemplary projects being conducted throughout Arizona.
Calif rnia	Career Guides for Entry Occupations	Occupational Field Center of State employment security agency	Training, areas of work, national job outlook, promotion or advancement potential, and related jobs are discussed.
	Occupational Guides	State employment security agency	Guides address job duties, employment outlook, working conditions, pay and hours, entrance requirements, training, promotions, and how to find the job, and direct the reader to additional sources of information.
Florida	Broward County Employers' Training Needs Assessment	Dr. Mantha Mehallis, Project Director, Broward Community College	Employers' (industrial, nonindustrial, and government) training needs assessment with 1-, 2-, and 5-year projections. Personal interviews with employers used to determine training needs and which educational agencies could best fulfill the needs, and to inform employers of results in order to begin planning for the needed programs. Also analyzes employee qualities, recruitment, incentives, employment and training of the handicapped, and affirmative action.
Hawaii	A Guide to Occupations in Hawaii	State Director for Vocational Education, University of Hawaii	An 8-volume set of loose-leaf binders, each covering an occupational family with supporting search advice.
Idaho	Occupational Guide Series	State employment security agency	Three booklets provide helpful data on specific occupations. Local data are obtained by a questionnaire administered to employers.

Table C-3. Publications and printed materials containing occupational characteristics—continued

State	Title of project	Source/Contact	Abstract/Description
Iowa	Career Guides	State employment security agency	These booklets, designed to provide guidance to those entering the job market, are based on qualifications required to enter a specific occupational field, except for a special volume on licensed occupations in Iowa. Each booklet contains information about the requirements, working conditions, and employment outlook for every occupation within its covers. Guides have been published for the following areas: Building Trade Careers Clerical Careers (recently revised) Food Services Careers Health Careers (recently revised) Licensed Occupations in Iowa (revision soon to be released)
	Careers	State employment security agency	These booklets contain short statements on the characteristics of a job cluster, e.g., clerical jobs.
Kansas	Kansas Job Guides	State employment security agency	A series of 1-page statements covering job duties, working conditions, wages, hours, employee benefits, entry requirements, method of entry, training needs, and job outlook. The series comprises two bound volumes. Volume I is about jobs needing a high school education or less, and Volume II is about jobs requiring post-high school education or training.
Maine	Careers in the Maine Woods	State employment security agency	For careers in the Maine woods, discusses job duties, work environment, physical and educational requirements, and advancement. Includes a glossary of logging terms, a map of job site concentrations, and an industry organization chart.
	Occupational Monographs	State employment security agency	Four-page pamphlets that describe selected occupations. Information covers job duties, work environment, physical requirements, earnings, hours of work, future demand, advancement potential, common attitudes, interests and temperaments, education requirements, other requirements, location of jobs, institutions that provide training, and related occupations.
Massachuetts	Manpower Data Package for Planning Employment and Training Programs Based Upon the 1976 Survey of Income and Education	Research and Program Development, Department of Manpower Development	Detailed information on the demographic, labor force, and earnings characteristics of Massachusetts residents from the 1976 Survey of Income and Education. Data are available for all persons, youth, and for persons in poverty in the State of Massachusetts.
Michigan	MOISCRIPTS	MOIS	These 14-page documents provide substantial information on selected occupations including a job description and discussions of working conditions, worker requirements, earnings and advancement, employment outlook, educational requirements, review questions, and additional sources of information.
Missouri	Occupational Profiles	Division of Employment Security	Profiles provide the following information related to individual occupations: Job description, working conditions, pay and hours, personal characteristics, entrance and training, advancement, benefits, disadvantages, licenses and unions, employment outlook, and sources of additional data.
Nevada	Occupational Guides	Employment Security Division	Information on specific occupations includes the job and job duties, employment outlook, pay and hours, working conditions, promotion, entrance requirements, how to train, finding the job, additional information, and acknowledgements.

Table C-3. Publications and printed materials containing occupational characteristics—continued

State	Title of project	Source/contact	Abstract/Description
New Jersey	Handbook of Occupations and Projections for Employment (HOPE)	Department of Labor and Industry	The objective of this project was to establish a labor market analysis curriculum that would integrate, better than prior publications, the realities of the world of work with the world of education. This publication presents brief descriptions of job duties, industry settings, wages, and employment prospects in occupations. Work experience necessary, suitable interests and abilities, and educational, licensing, or certification requirements are listed.
New York	Job Profiles	Division of Employment	Profiles of applicant and job-order characteristics for selected occupations are prepared for the various labor market areas. Information in each profile includes job description, vocational preparation required, job requirements, job characteristics, common applicant characteristics, number of openings filled, number of openings currently on file, and a comparison of the characteristics of jobseekers referred and jobseekers placed.
Oregon	Miniguides	State employment security agency	Brochures include, for an occupation, a job description, worker traits and specifications, pay, hours of work, industrial attachment, related jobs, and how and where to train.
Pennsylvania	Job Opportunity Guide	State employment security agency	Small brochures cover the job description, place of work, skills needed, pay, hours, training requirements, and related jobs.
	PENNSCRIPTS	State Department of Vocational Education	These occupational descriptions on microfiche include such information as working conditions, worker requirements, earnings potential, employment outlook, educational requirements, review questions, and additional sources of information.
South Carolina	Entry Occupations in South Carolina	Employment Security Commission	This publication is a guide to jobs at the entry level and to services available to jobseekers who are entry workers or who need training or other services to help them become employable. The occupations included generally are suitable for applicants with a high school education or less. Some information is provided on the nature of the jobs, the requirements, working conditions, employment prospects,and entry wage rates.
South Carolina	Wage Rates and Fringe Benefits	Employment Security Commission	This report contains entry wage rate data for job openings received from manufacturing and nonmanufacturing firms in the Charleston, Columbia, Florence, and Greenville Job Bank areas. Fringe benefits are listed as either frequently observed or infrequently observed. Wage rates and fringe benefits are representative only of occupations coded to nine digits of the DOT that are listed with the Employment Service.
Wisconsin	Information Packets	Occupational Analysis Field Center, State employment security agency	These bound books are industry based and contain descriptions of processes, career opportunities, earnings, benefits, working conditions, training, and entry. Also contain a 1-page summary of each job in the subject industry.

Table C-4. Job-search materials and tools

State	Title of project	Source/Contact	Abstract/Description
Arizona	Job Openings—Who, What, Where, When	State employment security agency (SESA)	Describes labor availability for frequently listed occupations in Arizona and provides a table for wage conversion, Standard Industrial Classification codes, and a directory of Employment Service offices.
Connecticut	Looking for a Part-time Job, Jobs for Middle-aged Job Seekers	SESA	Contains short descriptions of kinds of jobs most readily available to middle-aged and part-time employees.
Delaware	How to Get and Hold the Right Job	SESA	Discusses decisionmaking and self-assessment and prepares the reader to develop a personal work history and profile, take a job interview, and write a resume.
District of Columbia	Job Bank Analysis	SESA	Published monthly, this analysis provides occupational characteristics (salary, education, and experience requirements) and the geographic location of the jobs processed through the Washington Metropolitan Area Job Bank. Data are compiled from the daily job orders received during the calendar month. Jobs are evaluated in terms of number and location of orders, number and location of openings, employers' educational requirements, salary offered, and employers' experience requirements.
Hawaii	Summer jobs in Hawaii	SESA	Lists potential summer jobs by group. Includes information on government programs for youth, college student programs, summer fun programs, and job searching in Hawaii.
New York	Hiring specifications	SESA	Contains data on wages, education and experience required, the workweek, and the industry. Based on job openings received and processed by the Employment Service in the City of New York.
South Carolina	Firms that Employ Workers in Selected Occupations	SESA	A computer printout which lists, by occupation, employers who currently employ individuals in the occupations.

Table C-5. Information related to occupational training and preparation

State	Title of project	Source/Contact	Abstract/Description
Arizona	Comprehensive Manpower Delivery System Outline	Office of Economic Planning and Development	A catalog of the full range of manpower agencies and programs in Arizona. Each entry gives information on the geographic area served; the program's target groups; training activities and services available; most recent funding levels, and the agency's planning cycle.
Connecticut	Vocational Career Guide	State Department of Education	A comprehensive inventory of vocational career education in Connecticut, to assist students and guidance counselors in learning about the schools and programs in Connecticut that provide formal education for careers below the baccalaureate level, including public and private schools, colleges, and universities.
	Health Careers in Connecticut	Connecticut Institute for Health Manpower Resources, Inc.	Lists training opportunities available in high schools, 2- and 4-year public and private colleges, vocational technical schools, health care facilities, State agencies, and universities. Part I lists the names and addresses of all Connecticut institutions that offer health education or training programs, including programs operated by each school agency and health care facility. Part II lists all health occupations for which educational opportunities exist within the State. Part III is a chart that shows the location of employment opportunities for selected occupations in health care and related facilities in Connecticut. Part IV gives general descriptions of the listed occupations and professions.
Hawaii	Directory of Educational Requirements for Selected Occupations	State employment security agency	Lists occupations in which, based on the 1970 Census, 100 or more persons are employed. Data are available on educational requirements, institutions of higher education, and agencies offering free employment services.
Iowa	Opportunities in Iowa Area Schools	Department of Public Instruction	An initial source of information on Iowa's area schools. It is intended to provide, in a single publication, an explanation of the Statewide system of area schools.
Louisiana	Louisiana's Occupational Education Program	State Department of Education	Presents general descriptions of various course offerings in vocational-technical schools. A course outline is provided and the schools that offer the course are listed.
Nevada	Labor Unions, Committees and Licensing Agencies	Employment Security Department	This publication: (1) lists the local unions for individuals with trade skills; (2) serves as a directory of joint apprenticeship committees and approved on-the-job training programs; and (3) provides a comprehensive listing of Nevada's occupational licensing agencies.
	Occupational Training Directory	Manpower Information and Research Section	Occupational training information is listed alphabetically, by subject and by the name of the organization. Data include background information on the school or training agency, general requirements for admission, course offerings, fees, and how to apply. Also provided is information regarding training courses for veterans.
New Jersey	An Inventory of Health Professions Education Programs	State Department of Higher Education	Provides information on postsecondary education for health professions (including mental health professions) offered in New Jersey colleges, hospitals, and vocational schools.
	Institutional Characteristics of New Jersey Licensed Colleges and Universities	State Department of Higher Education	Contains selected institutional characteristics and a complete listing of all degree or certificate programs approved by the New Jersey Board of Higher Education.

Table C-5. Information related to occupational training and preparation—continued

State	Title of Project	Source/Contact	Abstract/Description
North Carolina	Educational Guide	North Carolina Community Colleges and Technical Institutes	The guide provides: • General information regarding admission policies, guidance and counseling services, tuition and fees, financial aid, student activities, and job placement • Brief explanation of the types of educational programs available with a listing of courses and curricula offered • Curriculum offerings in each institution • Descriptions of the curricula offered and a listing of the institutions that offer them • Descriptions of the continuing education programs offered in the State.
North Dakota	Directory of Postsecondary Vocational-Technical Education		A compliation of the postsecondary vocational-technical education programs offered in the State of North Dakota by both public and private vocational schools. The Directory is divided into three major categories: • *Contents By Cluster*—An alphabetical listing of occupational programs offered and schools that offer specific training in each occupation. • *Contents By School*—An alphabetical listing of the public and private vocational-technical schools. Listed under each school are the programs offered. • *Program Descriptions*—A detailed outline of training programs. Information on each program includes: program title, name and address of school, contact person, nature of work, starting dates and length of programs, helpful high school courses, job opportunities, admission requirements, expenses, and scholarship information.
Vermont	Adult and Continuing Education Study Guide	Vermont Advisory Council for Vocational Technical Education	A survey was conducted of schools, businesses, government agencies, and nonprofit institutions to gather data on training made available to employees or the general public. Extensive information is provided on each organization that responded.

Appendix D. Federal Agencies

The following addresses are for agency headquarters offices. Most agencies also have regional offices, which may be able to provide copies of publications. Publications of the Office of Personnel Management may be obtained from Federal Job Information Centers. Addresses are listed in the white pages of telephone directories under United States Government. Addresses of Bureau of Labor Statistics regional offices are listed on the inside back cover of this publication.

ACTION/Peace Corps
806 Connecticut Ave. N.W.
Washington, D.C. 20525

ACTION/Vista
806 Connecticut Ave. N.W.
Washington, D.C. 20525

U.S. Department of Agriculture
Fourteenth St. and Independence Ave. S.W.
Washington, D.C. 20250

Agricultural Extension Service
Department of Agriculture
Washington, D.C. 20250

Animal and Plant Health Inspection Service
Department of Agriculture
Washington, D.C. 20250

Economics, Statistics, and Cooperatives Service
Department of Agriculture
Washington, D.C. 20250

Farmers Home Administration
Department of Agriculture
Washington, D.C. 20250

Forest Service
Department of Agriculture
P.O. Box 2417
Washington, D.C. 20013

Food and Nutrition Service
Department of Agriculture
Washington, D.C. 20250

Foreign Agricultural Service
Department of Agriculture
Washington, D.C. 20250

Rural Electrification Administration
Department of Agriculture
Washington, D.C. 20250

Science and Education Administration
Department of Agriculture
Washington, D.C. 20250

Soil Conservation Service
Department of Agriculture
Washington, D.C. 20250

Statistical Reporting Service
(Write to **Economics, Statistics, and Cooperatives Service**)

U.S. Arms Control and Disarmament Agency
Department of State Building
Washington, D.C. 20451

Central Intelligence Agency
Washington, D.C. 20505

Civil Aeronautics Board
1825 Connecticut Ave. N.W.
Washington, D.C. 20428

U.S. Department of Commerce
Fourteenth St. Between Constitution Ave. and E St. N.W.
Washington, D.C. 20230

Bureau of the Census
Department of Commerce
Washington, D.C. 20233

Industry and Trade Administration
Department of Commerce
Washington, D.C. 20230

Maritime Administration
Department of Commerce
Washington, D.C. 20230

National Oceanic and Atmospheric Administration
Department of Commerce
6010 Executive Blvd
Rockville, Md. 20852

Commodity Futures Trading Commission
2033 K St. N.W.
Washington, D.C. 20581

Department of Defense
The Pentagon
Washington, D.C. 20301

U.S. Army Audit Agency
Washington, D.C. 20310

U.S. Army Corps of Engineers
Washington, D.C. 20314

Defense Contract Audit Agency
Cameron Station
Alexandria, Va. 22314

Naval Air Systems Command
(AIR-90A3)
Department of the Navy
Washington, D.C. 20361

Naval Electronic Systems Command
(Code 903)
Department of the Navy
Washington, D.C. 20360

Navy Civilian Personnel Command
Recruitment Programs Branch
801 North Randolph St.
Arlington, Va. 22203

U.S. Department of Energy
Washington, D.C. 20585

Environmental Protection Agency
401 M St. S.W.
Washington, D.C. 20460

Export-Import Bank of the United States
811 Vermont Ave. N.W.
Washington, D.C. 20571

Farm Credit Administration
490 L'Enfant Plaza East S.W.
Washington, D.C. 20578

Federal Communications Commission
1919 M St. N.W.
Washington, D.C. 20554

Federal Deposit Insurance Corporation
550 Seventeenth St. N.W.
Washington, D.C. 20429

Federal Home Loan Bank Board
1700 G St. N.W.
Washington, D.C. 20552

Federal Maritime Commission
1100 L St. N.W.
Washington, D.C. 20573

Federal Mediation and Conciliation Service
2100 K St. N.W.
Washington, D.C. 20427

Federal Reserve System
Twentieth St. and
Constitution Ave. N.W.
Washington, D.C. 20551

Federal Trade Commission
Pennsylvania Ave. at Sixth St. N.W.
Washington, D.C. 20580

General Services Administration
Eighteenth and F Sts. N.W.
Washington, D.C. 20405

U.S. Department of Health, Education, and Welfare
200 Independence Ave. S.W.
Washington, D.C. 20201

National Clearinghouse on Aging
Administration on Aging
330 Independence Ave. S.W.
Washington, D.C. 20201

Administration for Children, Youth, and Families
400 Sixth St. SW
Washington, D.C. 20013

National Institute of Education
Brown Bldg.
Nineteenth and M Sts. N.W.
Washington, D.C. 20208

Office of Education
400 Maryland Ave. S.W.
Washington, D.C. 20202

Bureau of Higher and Continuing Education
Office of Education
400 Maryland Ave. S.W.
Washington, D.C. 20202

Bureau of Occupational and Adult Education
Office of Education
400 Maryland Ave. S.W.
Washington, D.C. 20202

Bureau of Postsecondary Education
(name changed to **Bureau of Higher and Continuing Education**)

National Center for Education Statistics
Office of Education
400 Maryland Ave. S.W.
Washington, D.C. 20202

Public Health Service
5600 Fishers Lane
Rockville, Md. 20857

Center for Disease Control
1600 Clifton Rd. N.E.
Atlanta, Ga. 30333

National Institute for Occupational Safety and Health
Center for Disease Control
1600 Clifton Rd. N.E.
Atlanta, Ga. 30333

Division of Training and Manpower Development
National Institute for Occupational Safety and Health
Robert A. Taft Laboratories
4676 Columbia Parkway
Cincinnati, Ohio 45226

Food and Drug Administration
5600 Fishers Lane
Rockville, Md. 20857

Health Resources Administration
Center Bldg.
3700 East-West Highway
Hyattsville, Md. 20782

Bureau of Health Manpower
Health Resources Administration
Center Bldg.
3700 East-West Highway
Hyattsville, Md. 20782

Student and Institutional Assistance Branch
Bureau of Health Manpower
Health Resources Administration
Center Bldg.
3700 East-West Highway
Hyattsville, Md. 20782

National Institutes of Health
9000 Rockville Pike
Bethesda, Md. 20014

National Institute of Mental Health
Alcohol, Drug Abuse, and Mental Health Administration
5600 Fishers Lane
Rockville, Md. 20857

National Institute on Drug Abuse
Alcohol, Drug Abuse, and Mental Health Administration
5600 Fishers Lane
Rockville, Md. 20857

Rehabilitation Services Administration
330 C St. S.W.
Washington, D.C. 20207

Social Security Administration
6401 Security Blvd.
Baltimore, Md. 21235

Department of Housing and Urban Development
451 Seventh St. S.W.
Washington, D.C. 20410

U.S. Department of the Interior
C St. Between 18th and 19th Sts. N.W.
Washington, D.C. 20240

Bureau of Land Management
U.S. Department of the Interior
Washington, D.C. 20240

Bureau of Mines
U.S. Department of the Interior
2401 E St., N.W.
Washington, D.C. 20241

Bureau of Outdoor Recreation
(write to **Heritage Conservation and Recreation Service**)

Bureau of Reclamation
U.S. Department of the Interior
Washington, D.C. 20240

Geological Survey
National Center
12201 Sunrise Valley Drive
Reston, Va. 22092

Heritage Conservation and Recreation Service
U.S. Department of the Interior
Washington, D.C. 20243

National Park Service
U.S. Department of the Interior
Washington, D.C. 20240

United States Fish and Wildlife Service
U.S. Department of the Interior
Washington, D.C. 20240

International Communication Agency
1750 Pennsylvania Ave. N.W.
Washington, D.C. 20547

Interstate Commerce Commission
Twelfth St. and Constitution Ave. N.W.
Washington, D.C. 20423

U.S. Department of Justice
Washington, D.C. 20530

Federal Bureau of Investigation
Ninth St. and Pennsylvania Ave. N.W.
Washington, D.C. 20535

Law Enforcement Assistance Administration
633 Indiana Ave. N.W.
Washington, D.C. 20531

U.S. Department of Labor
200 Constitution Ave. N.W.
Washington, D.C. 20210

Bureau of Apprenticeship and Training
601 D St. N.W.
Washington, D.C. 20213

Bureau of Labor Statistics
441 G St. N.W.
Washington, D.C. 20212

Employment Standards Administration
U.S. Department of Labor
Washington, D.C. 20210

Wage and Hour Division
Employment Standards Administration
Washington, D.C. 20210

Employment and Training Administration
601 D St. N.W.
Washington, D.C. 20213

Job Corps
Employment and Training Administration
Washington, D.C. 20213

Office of Youth Programs
Employment and Training Administration
Washington, D.C. 20213

United States Employment Service
Employment and Training Administration
Washington, D.C. 20213

Manpower Administration
(Name changed to **Employment and Training Administration**)

Women's Bureau
Department of Labor
Washington, D.C. 20210

National Aeronautics and Space Administration
400 Maryland Ave. S.W.
Washington, D.C. 20546

National Labor Relations Board
1717 Pennsylvania Ave. N.W.
Washington, D.C. 20570

National Security Agency
Ft. George G. Meade, Md. 20755

National Science Foundation
1800 G St. N.W.
Washington, D.C. 20550

U.S. Office of Personnel Management
1900 E St. N.W.
Washington, D.C. 20415

The President's Committee on Employment of the Handicapped
1111 Twentieth St. N.W.
Washington, D.C. 20210

Securities and Exchange Commission
500 North Capitol St.
Washington, D.C. 20549

Small Business Administration
1441 L St. N.W.
Washington, D.C. 20416

Smithsonian Institution
1000 Jefferson Drive S.W.
Washington, D.C. 20560

U.S. Department of State
2201 C St. N.W.
Washington, D.C. 20520

U.S. Department of State Board of Examiners for the Foreign Service
Office of Recruitment, Examination and Employment
P.O. Box 9317
Rosslyn Station, Arlington, Va. 22209

Agency for International Development
U.S. Department of State
320 Twenty-first St. N.W.
Washington, D.C. 20523

U.S. Department of Transportaton
400 Seventh St. S.W.
Washington, D.C. 20590

U.S. Coast Guard
Department of Transportation
400 Seventh St. S.W.
Washington, D.C. 20590

Federal Aviation Administration
Department of Transportation
800 Independence Ave. S.W.
Washington, D.C. 20591

Federal Highway Administration
Department of Transportation
400 Seventh St. S.W.
Washington, D.C. 20590

U.S. Department of the Treasury
Fifteenth St. and Pennsylvania Ave. N.W.
Washington, D.C. 20220

Bureau of Alcohol, Tobacco, and Firearms
Department of the Treasury
1200 Pennsylvania Ave. N.W.
Washington, D.C. 20226

Internal Revenue Service
Department of the Treasury
1111 Constitution Ave. N.W.
Washington, D.C. 20224

Office of the Comptroller of the Currency
Department of the Treasury
Washington, D.C. 20219

U.S. Customs Service
Department of the Treasury
1301 Constitution Ave. N.W.
Washington, D.C. 20229

U.S. Secret Service
Department of the Treasury
1800 G St. N.W.
Washington, D.C. 20223

Veterans Administration
810 Vermont Ave. N.W.
Washington, D.C. 20420

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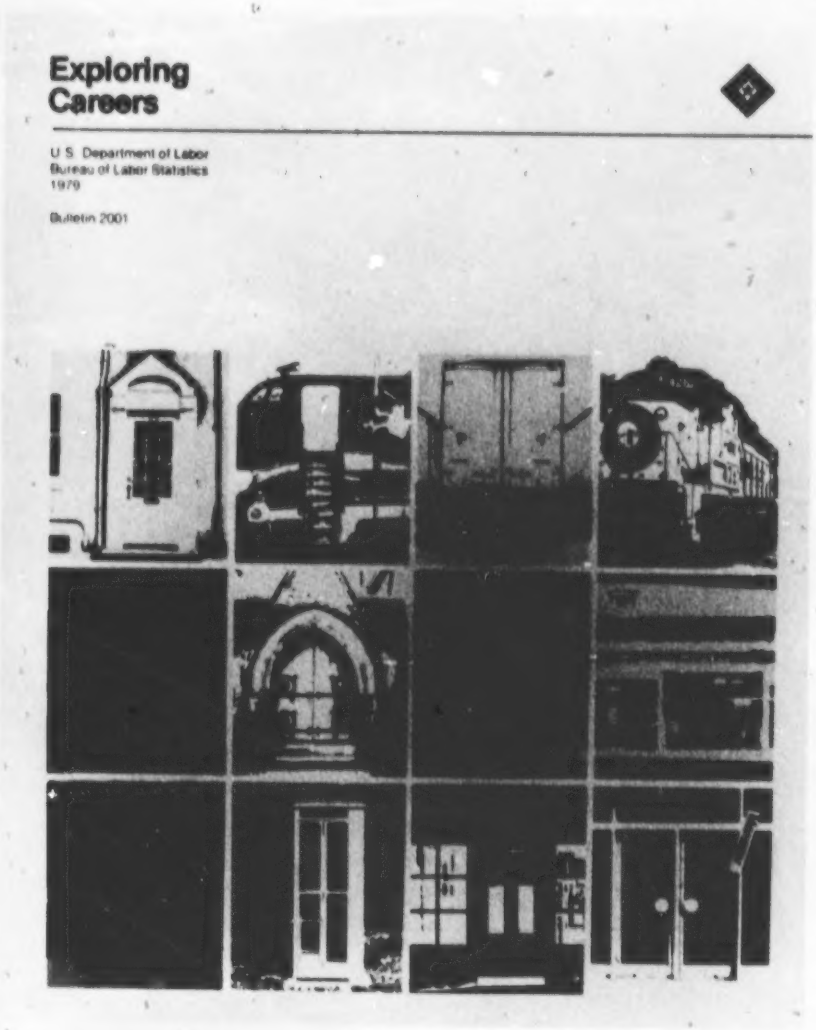

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1603 JFK Federal Building
Government Center
Boston, Mass. 02203
Phone: (617) 223-6761

Region II
Suite 3400
1515 Broadway
New York, N.Y. 10036
Phone: (212) 944-3121

Region III
3535 Market Street
P.O. Box 13309
Philadelphia, Pa. 19101
Phone: (215) 596-1154

Region IV
1371 Peachtree Street, N.E.
Atlanta, Ga. 30367
Phone: (404) 881-4418

Region V
9th Floor
Federal Office Building
230 S. Dearborn Street
Chicago, Ill. 60604
Phone: (312) 353-1880

Region VI
Second Floor
555 Griffin Square Building
Dallas, Tex. 75202
Phone: (214) 767-6971

Regions VII and VIII
911 Walnut Street
Kansas City, Mo. 64106
Phone: (816) 374-2481

Regions IX and X
450 Golden Gate Avenue
Box 36017
San Francisco, Calif. 94102
Phone: (415) 556-4678